

DOMAIN 2: FINANCIAL RESOURCES AND MANAGEMENT

- a. Resource allocation procedures
- b. Executive responsibilities
- c. Academic planning and resource allocation
- d. Additional sources of finance

**DOMAIN COORDINATOR: Ms Pavithra Kailasapathy, Faculty of Management and Finance, University of Colombo. Contact email: pavithra.kailasapathy@gmail.com
Contact number: 0777956743**

Dear Directors of Institutes

The purpose of this survey/interview is to gather information pertaining to the financial resources and management of the University of Colombo. The information collected will be used to write the Self Evaluation Report as part of the Institutional Review.

Thank you for your cooperation.

1. What is the annual budget/allocation to your Institute?

2005	86,840,000
2006	76,400,000
2007	95,000,000
2008	82,020,000
2009	78,250,000

2. How much of this for recurrent expenditure and for capital expenditure?

Year	Recurrent	Capital
2005	65,000,000	21,840,000
2006	54,000,000	22,400,000
2007	79,000,000	16,000,000
2008	69,000,000	13,020,000
2009	74,000,000	4,250,000

3. How is finance allocated among departments/branches?

- Based on corporate plan
- Based on activity plan
- Based on past financial performances
- Based on future activity plan

4. What is the procedure for the allocation of various resources within the Institutes? Please describe the procedure.

- (1) Preliminary discussions are held to identify requirements of the Units/ Departments.**
- (2) Based on the requirements separate budgets are prepared for each Unit/ Department**
- (3) Review past Financial performance of each Unit/ Department**
- (4) Consider Government Allocation and Estimate Generated income for the Year**
- (5) Prepare a budget based on the above**
- (6) Review the budget at the Finance Management Committee (FMC)**
- (7) Forward the budget for approval of Board of Management (BOM)**
- (8) Send copies to general Treasury/Ministry of Higher Education**

5. Who are the persons involved in this procedure?

Director, Deputy Director, heads of the Departments, Engineer, Coordinators of Units/ Departments, Coordinating committee members, Financial & Admin officers.

6. Who makes the decision regarding resources allocation?

Director of the Institution

7. What are the additional sources of finance for the Institute and how much are they?

	2005	2006	2007	2008	2009
Fee levying courses	N/A	N/A	N/A	N/A	N/A
Consultancies	N/A	N/A	N/A	N/A	N/A
Endowments	N/A	N/A	N/A	N/A	N/A
Research grants	N/A	N/A	N/A	N/A	N/A

8. What are the mechanisms to monitor the use of the allocated resources?

- (1) Quarterly progress report with Variance Analysis Report**
- (2) Activity based reports**
- (3) Review of major activities at different levels of meetings (BOM, PMC – Project Monitoring Committee, FMC, AC, coordinating committee)**

9. Based on the monitoring, are any reports prepared?

Yes X No

10. If yes, who receives this report and who prepares it?

	<u>Receives</u>	<u>Prepared</u>
(1) Progress report with Variance Analysis	FMC, BOM	SAB
(2) Activity based report	PMC	Coordinators
(3) Major activities (e.g. constructions)	Progress review Committee	Engineer

11. What actions are taken for rectify any problems in resource allocation/ management?

- **Re-allocation of resources**

12. How often are planning meetings held?

Monthly / Quarterly meetings

13. Who takes part in such meetings?

Director, Deputy Director, Heads of Department, Senior Academic staff, project coordinators, heads of Units/Departments

14. Who is ultimately held responsible for resource allocation within the University?

- **Director**

15. How long does it take for the supplies dept to supply items requested by Institute from the time of receiving the request?

a. Supplies such as stationary, cleaning products

- **7 weeks**

b. Tender purchases

- **Minimum 2 months**

13. How can financial management be improved at the University of Colombo? (e.g., Asst. Bursars in each Faculty/Institutes)

- **Relaxing of authority levels**

14. How can supplies management be improved? (e.g., decentralisation)

- **Accelerating committee decisions (Technical & procurement committee)**

Please return the filled document to QA.colombo@gmail.com

UNIVERSITY OF COLOMBO: INSTITUTIONAL QUALITY ASSURANCE REVIEW

THIS QUESTIONNAIRE IS TO BE FILLED BY THE DEPARTMENTAL NOMINEES FOR THE INSTITUTIONAL QUALITY ASSURANCE REVIEW PROGRAMME.

EACH QUESTIONNAIRE HAS SEVERAL SUBSECTIONS.

ALL SECTIONS MUST BE FILLED ELECTRONICALLY.

PLEASE RENAME THIS QUESTIONNAIRE BASED ON YOUR DEPARTMENT NAME, AS FOLLOWS:

QA_DEPT_*DEPARTMENT NAME*

I.E., IF THE DEPARTMENT IS CLINICAL MEDICINE THE TITLE OF THE FILE WILL BE

QA_DEPT_CLINICALMEDICINE

ONCE THE QUESTIONNAIRE IS COMPLETED, KINDLY EMAIL IT BACK TO

QA.COLOMBO@GMAIL.COM

DEADLINE FOR COMPLETION OF THE QUESTIONNAIRE: 31ST AUGUST 2009

PLEASE CONTACT DR. CHANAKA SOLANGAARACHCHI, DEMONSTRATOR, QA PROGRAMME, BY EMAIL ON QA.COLOMBO@GMAIL.COM OR BY PHONE 0772847214 IF YOU HAVE ANY QUERIES. IN ADDITION, EACH SUB-SECTION WILL HAVE A DOMAIN COORDINATOR – HIS OR HER CONTACT DETAILS WILL BE INDICATED AT THE START OF EACH SUBSECTION. IN CASE OF QUERIES SPECIFIC TO EACH SUBSECTION KINDLY CONTACT THE RELEVANT DOMAIN COORDINATOR.

WE LOOK FORWARD TO YOUR KIND COOPERATION IN THIS IMPORTANT ACTIVITY.

DR. SENAKA RAJAPAKSE, COORDINATOR, INSTITUTIONAL QUALITY ASSURANCE REVIEW

DETAILS OF PERSON FILLING THIS QUESTIONNAIRE

NAME: DR. GIHAN WIKRAMANAYAKE
DEPARTMENT: UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING
EMAIL: GNW@UCSC.CMB.AC.LK
PHONE: 0112158945, 0777872638
HEAD/DIRECTOR CONTACT NUMBER: 0112158950

DOMAIN 3: RESEARCH

- a. Research goals and strategy
- b. Funding
- c. Staff support and opportunities

DOMAIN COORDINATOR: Dr Wasantha Gunatunge, Head, Department of Community Medicine, Faculty of Medicine, University of Colombo. Contact email: wasantg@hotmail.com

Target group: Departmental nominees

Please complete the following questionnaire with regard to your department considering previous five academic years.

1. Goals and Strategy	
1.1. Are there research related long term goals for the faculty?	YES /NO
1.2. If yes, mention the documentary evidence (such as corporate plan)	
Corporate Plan of the UCSC – section 3	
1.3. What is the research output expected and met in terms of	
(Include number in box)	
a. Journal articles:	
Number expected	Not predetermined
Number published	10
b. Presentations in conferences:	
Number expected	Not predetermined
Number published	103
c. Undergraduate research:	45
d. Staff-Student joint research :	62

1.4. How many research have been directly applied in development in the country,	
a. In service provision	38
b. In progression of disciplines	32
c. Contribution to Policy (Relevant departments)	42
1.5. Recent work cited at least once	Not available
1.6. Number of patents	--
Number of inventions	--
1.7. Scholarly Publications	
a. Books	--
b. Chapters	05
c. Audio Visual material	04

2. Strategies used in promoting research	
1. Number of members involved in research groups established in the faculty/university	09 groups, 25 academic staff
2. Number of members involved in research units already established in the faculty ¹	05 foreign funded projects, 10 academic staff
3. Number of Faculty level awards won for selected research work conducted by the members of the department	03
4. Number of Scientific sessions /research forums held	04

5. Books/audiovisuals for public published based on research	03
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3. Funding

Answer the following question about funding

a. number of research grants received from outside university sources and amounts

Number	09
Total of grants	N/A

b. Number of different sources from which funds have been received **05**

c. Do you receive services of a grant administrator **Yes / No**

d. Availability of strategic plans for attracting funds **Available / not available**

4. staff support

a. availability of computers for academic staff

1. Number of computers available for academic staff	52
2. Academic staff computer ratio	1:1

b. Availability of other support facilities

Internet	Yes
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c. Number of collaborative research with other institutions

1. Number	05
2. Institutions collaborating	ICT Agency of Sri Lanka, NIE, Min. of Education, DSV – Stockholm University, Pakistan Virtual University, SIDA, SL Navy

5. Other achievements in research
1.
2.
3.

Instructions for completing the questionnaire

1.4. such as action research where an activity is being carried out to change the community or research results being applied in the development of the country/communities (such as monthly conference in MOH offices which is being held in every MOH office. This was trialed in University Community Health Project Pitakotte before introducing island wide)

2.2. Units such as Health Systems Research unit of the Department of Community Medicine

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DOMAIN 3: RESEARCH

- a. Research infrastructure
- b. Monitoring and evaluation

DOMAIN COORDINATOR: Dr NV Chandrasekaran, Faculty of science, University of Colombo.
Email: vishvanathc@hotmail.com **Tel.** 0715624771

Target Group: Departmental Nominees **Instructions for filling the questionnaire**

1. The information required is for the last five years (2004 - 2009)
2. The required information has to be entered in the 2nd column titled “Response”.
3. The third column is for any additional information that may be required. Any comments regarding the information provided could also be included in this column or under **“Any other relevant information” (Section 3)** at the end of the questionnaire.
4. Please feel free to provide any other relevant information that you may consider important under **“Any other relevant information” (Section 3)** at the end of the questionnaire.
5. Please also feel free to contact the Domain Coordinator if you have any questions or need assistance in filling the form.

	Response	Additional information/Comments
1. Research Infrastructure		
Facilities		
1.1 Space available (Area ; Square meters)	250	
1.2 Minor equipment (Rs 200,000-1,000,000)	10	Servers, Computers
1.3 Major equipment (> Rs 1 million)	--	Provide a list of the equipment as a separate document or under "Any other relevant information" (See below)
1.4 Are IT facilities available? (Y/N)	Yes	
1.41 Access to databases / Data archives etc where a subscription is required (Y/N)	Yes	Two digital libraries (IEEE and ACM) on individual basic (by some academic staff)
1.5 Specialized facilities (eg Observatory)	--	Type of facility
1.6 Number of Research units	--	Type of research unit
1.7 Grade the infrastructure available on a scale of 1 to 10 (1= Poor ; 10 = Excellent)	8	
2. Monitoring and evaluation		
2.1 Research grants		

2.11 Number of applications submitted for research grants		
2.111 Local	2	
2.112 International	4	
2.12 Number of research grants received		
2.121 Local	2	Name of funding organization: ICTA, NSF Amount: SLR 6.4m
2.122 International	4	Name of funding organization: SIDA, IDRC, JICA Amount: SLR 682.7m
2.13 Total funds received (Rs)		SLR 689.1m
2.14 Collaborations		
2.141 Local		Name of organization ICTA, NIE, SL Navy, Min. of Health Nature of collaboration
2.142 International		Name of organization Swedish Universities Nature of collaboration
2.2 Research output		
2.21 Number of publications /		Please provide a list of publications as a separate document or under

Papers (Peer reviewed)		"Any other relevant information" (See below)
2.211 Local	65	
2.212 International	28	
2.22 Number of Abstracts/Communications/Poster presentations	10	Please provide a list of Abstracts/Com. etc as a separate document or under "Any other relevant information" (See below)
2.221 Local	65	
2.222 International	28	
2.23 Number of citations		
2.231 Local	5	
2.232 International	8	
2.24 Research leading to policy development	Local language research, e-learning research, e-health research	Give a brief description not exceeding 50 words under "Any other relevant information" (See below)
2.25 Number of undergraduate research dissertations	100	
2.26 Number of postgraduate research thesis	250	MSc Dissertations, MPhil Thesis (3)
2.27 Research consultancies	--	Give a brief description not exceeding 50 words under "Any other relevant information" (See below)

2.28 Research degrees awarded		
2.281 Number of Masters degrees(MA, MS, MPhil etc)	4	MSc in CS, MSc in IT, MSc in Advanced Computing, MPhil
2.282 DM	--	
2.283 Number of PhD degrees	--	
2.29 Patents		
2.291 Local	--	
2.292 International	--	
2.30 Commercial applications (Y/N)	--	If Yes, give a brief description not exceeding 50 words under "Any other relevant information" (See below)
2.301 Income generated	--	
2.31 Merit awards		
2.321 Local	Yes	
2.322 International	Yes	
2.32 Miscellaneous		
2.321 Number of Academic staff (Permanent)	33	
2.322 Number of academic staff engaged in research	20	
2.323 Number of academic staff having research grants	5	
2.324 Support staff available for research	13	

2.3241 Number of technical officers	3	
2.3242 Secretarial staff	3	
3. Any other relevant information		

Y/N = Yes or No

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DOMAIN 5: QUALITY ASSURANCE OF ACADEMIC PROGRAMMES

- a. Regulation of awards and qualifications
- b. Entry standards and policy (including pre-entry information)
- c. Programme design and approval
- d. Programme/subject monitoring and review
- e. Assessment procedures
- f. Recruitment, reward and development of teaching staff
- g. Feedback and verification mechanisms

DOMAIN COORDINATOR: Dr. Amala de Silva, Department of Economics, Faculty of Arts
0777660029, amalades@sltnet.lk

Mr. Sarath Vidanagama, Faculty of Graduate Studies
0714719350, savidan01@gmail.com

INSTRUCTIONS

Departmental Coordinators: Please note that there are three different forms in the next section.

The first (labeled degree in light pink) relates to the case of General degree programmes as in the Faculties of Arts and Sciences. This will involve responses from different departments with regard to their contribution. The views of each department are being sought in a bid to understand the whole degree programme. Similarly in faculties such as Medicine or Law different departments contribute to degree programmes so their views are being sought. If more than one degree is offered - then please do a separate form for each degree programmed (you will need to copy the relevant cages of the document right under that section and then fill it out). Please consult the Head of the Department/Dean in filling out this section.

The second is for Special degree programmes (labeled SpD in light blue). If your department offers more than one special degree programme please do a separate form for each special degree programme (you will need to copy the relevant cages of the document right under that section and fill it out). Please consult the Head of Department in filling out this section.

The third form relates to postgraduate degrees (labeled PG left white). If your department offers more than one postgraduate programme please do a separate form for each postgraduate programme (you will need to copy the relevant cages of the document right under that section and fill it out). Please consult the course coordinators in filling out this section.

If you have any difficulties in filling out the form, or would like any assistance in the matter please do not hesitate to call Dr Amala de Silva ((0777660029 email: amalades@sltnet.lk) at Department of Economics,

Faculty of Arts) or Mr. Sarath Vidanagama (0714719350 email: savidan01@gmail.com) at Faculty of Graduate Studies.

Where Yes/No responses or scales are provided, please tick the relevant cage. Where open-ended questions are given, answer the questions briefly. If the question is not relevant to your specific programme (as in someone in the Medical degree faced with a question regarding general and special degrees) please leave the question/form unanswered or write NR (Not Relevant).

UCSC has two annual UGC academic intakes for Computer Science and Information Communication Technology. Both are specialized degrees with 3 or 4 year exists. 3 year degree is industry oriented and 4 year include additional research oriented academic year. Each of them has different degree names. Hence 2 general and 2 special questionnaires are completed for that.

UCSC had two masters taught degree programmes for Computer Science and Information Technology; and MPhil/PhD research programmes. Hence three forms for completed for this purpose.

Please involve Head of Department/Dean in filling out this questionnaire.

Name of Degree: Bachelor of Computer Science

Type of Course:

Web site:

http://www.ucsc.cmb.ac.lk/index.php?option=com_content&task=view&id=392&Itemid=80

	Please tick	Duration
Degree (i.e. Medicine, Law)	Computer	3
General Degree		

NOTE: 1. UCSC Operates as a faculty and has no department level courses

2. 3 Year programme is specialised and industry oriented; 4 year programme is same with additional Research oriented year.

		Tick appropriate box/fill cage			
A	Entry				
A1	Minimum Entry Criteria				
A1.1	Is/are there subject pre-requisites as entry criteria?	Yes		No	X
A1.2	If so what are they?				
A1.3	Is there any A/L pre-requisite involved in choosing subjects in the first year?	Yes	X	No	
A1.4	If yes, what is/are they?	Combined Mathematics, Higher Mathematics, Physics, Chemistry			
A2	Admission Process				
A2.1	Do students opt to follow a general degree rather than a special degree?	Yes	X	No	

A2.2	If yes, what are their reasons for doing so?	High paid job opportunities, industry seniority, limited quota and GPA requirement for 4th year, 4th year is research oriented					
A2.3	Should this present practice of general degrees be continued?	Yes	X	No			
A2.4	If no, what measures should be taken to eliminate the general degree in the future?	N/A					
A2.5	If general degrees are to continue what steps should be taken to improve them?	Nothing as industry is generally happy with the graduates					
A2.6	Should there be admission policy to admit students to follow a certain subject from the beginning with minoring as an option?	Yes		No	X		
A2.7	What do you consider to be the optimal duration (in years) for this specific programme?	3	X	4		5	
A2.8	Do you feel that professional degrees (i.e. Medicine, Law) should admit only graduates as in the US?	Yes		No	X		
A3	Admission Policy						
A3.1	Are there a fixed number of students selected for this specific degree each year?	Yes	X	No			
A 3.2	In your opinion, on a scale of 1 to 5 (with 5 being perfect) how does the number of students being enrolled to this degree programme compare with national needs?	1	2	X	4	5	
A3.3	Is there a faculty-wise policy regarding number to be enrolled in a specific year?	Yes	X	No		Don't Know	
A3.4	What criteria should be taken into consideration in determining the number of students admitted to this specific programmed	Aptitude, mathematical and communication skills					
B	Programme design and approval						
B1	Programme Design						
B1.1	On a scale of 1 to 5 (with 5 being the best) how would you rate the involvement of department staff in course design?	1	2	3	4	X	
B1.2	Were industry views sought in course design?	Yes	X	No			
B1.3	Were the views of professional bodies or Associations sought in course design?	Yes	X	No			
B1.4	Are the objectives of general courses significantly different from that of special courses conducted by your department?	Yes	X	No			

Degree

B1.5	What differences exist with regards to objectives and approach between general and special degree courses?	General (3 Year) is industry oriented while Special (4 year) is research oriented			
B1.6	Given that this course is part of a professional degree, (i.e. Law, medicine) has this affected programme design?	Yes	X	No	
B1.7	If yes, how has it affected programme design?	Curriculum standards adopted by IEEE is followed along with local requirements			
B2	Programme Approval				
B2.1	Is there any formal mechanism for approving the course design (changes to design) at departmental level before submitting for faculty board approval?	Yes	X	No	
B2.2	What form does this formal mechanism for departmental approval take?	Curriculum revision meeting, Board of Studies Internal Undergraduate Studies			
C	Programme/subject monitoring and Review				
C1	Programme/subject monitoring				
C1.1	Are learning outcomes/objectives specified for the degree programme as a whole?	Yes	X	No	
C1.2	Are learning outcomes/objectives specified for each subject?	Yes	X	No	
C1.3	Are syllabuses from recognized universities examined in the process of determining syllabuses for subjects?	Yes	X	No	
C1.4	Are evaluation processes/allocation of marks for each evaluation in each subject provided in the student handbook?	Yes		No	X
C1.5	Is there a formal process by which the department approves the syllabuses of new subjects?	Yes	X	No	
C1.6	Is there a formal process by which the department approves the syllabuses of subjects taught each year?	Yes		No	X
C1.7	How would you rate on a scale from 1 to 5 (with 5 being the best) the departmental staff's involvement in running and monitoring the degree programme?	1	2	3	X 5
C1.8	What are your suggestions for greater departmental involvement in improving the degree courses?	Staff commitment and peer-evaluation			
C2	Programme Review				
C2.1	Is there a formal process for reviewing academic standards of courses regularly at department level?	Yes	X	No	
C2.2	Is there a formal process for reviewing operational	Yes	X	No	

Degree

	aspects of courses regularly at department level?				
C2.3	Are internal peer review processes within the university adopted for evaluating courses?	Yes		No	X
C2.4	Are external review processes s adopted for evaluating courses/the degree?	Yes		No	X
D	Assessment procedures				
D1	Examinations				
D1.1	Does the degree course include credit system in evaluation?	Yes	X	No	
D1.2	If Yes how is credit defined (for Lectures/Discussions/practical)?	No. of Lecture and Practical hours per week			
D1.3	If yes, what is the total number of credits required for the degree?	90			
D1.4	If yes, and you have a research project/report how many credits is this component?	No			
D1.5	Is grade point used in evaluation?	Yes	X	No	
D1.6	How is GPA calculated?	Simple average			
		Weighted average		X	
D1.7	Do you give	Only GPA			
		Only Class			
		Both GPA and Class		X	
D1.8	Do you have plans to move to the credit system soon?	Yes		No	Already Exists X
D1.9	Does the degree involve continuous assessment?	Yes	X	No	
D1.10	If yes, what percentage of marks is allocated to the final examination for all subjects?	Typically 70%; Very practical courses 0%-60%; theoretical courses 100%			
D1.11	What forms of evaluation do continuous evaluations involve? (can tick multiple responses)	Open book exams			
		Closed book exams		X	
		Individual Assignments		X	
		Group assignments		X	
		Presentations		X	
		Field trips		X	
		Research projects			
		Community projects			
		Practical		X	
		Other (specify)			
D1.12	Are all examination papers moderated?	Yes	X	No	

Degree

D1.13	Are all continuous evaluation exercises moderated?	Yes		No	X
D1.14	Are final examination scripts marked by two persons?	Yes	X	No	
D1.15	Are the final examination scripts marked by an external examiner as well as an internal examiner?	Yes		No	X
D1.16	Do staff in your department act as external examiners for other universities?	Yes	X	No	
D1.17	What difference in total marks is considered a discrepancy that needs resolving?	>=5			
D1.18	How are discrepancies in marks between two internal examiners generally resolved?	Discussion among parties involved			
D1.19	How are discrepancies in marks between internal and external examiners resolved?	Discussion among board of examiners			
D1.20	Who enters examination marks prior to submission to Examinations Department?	First examiner			
D1.21	Who finalizes examination marks prior to submission to Examinations Department?	Second examiner			
D1.22	On whose computer is information regarding results stored?	First examiner and/or examination branch			
D1.23	Where are hard copies of mark sheets stored?	Examination branch			
D1.24	What precautions are taken to safeguard soft and hard copies of marks?	Stored under the supervision of SAR Exams			
D1.25	Are formal deadlines set for completing the marking of examination scripts and continuous assessments?	Yes	X	No	
D1.26	What is the stipulated duration for release of results?	2 months, but not enforced and hence takes many more months			
D2	Research Reports/Dissertations				
D2.1	Does the degree involve a research component? If no please go to next section.	Yes		No	X
D2.2	If yes, are all dissertations/research reports supervised?	Yes		No	
D2.3	What is time duration for the following (specify in months)	Research component			
		Internship report (IR)			
		Project report (PR)			
		Extended essay (EE)			
		Dissertation (D)			
		Thesis (T)			
D2.4	Specify minimum/maximum word/page limits for the above categories of evaluation		Minimum	Maximum	
		IR			
		PR			
		EE			

Degree

		D		
		T		
D2.5	Does the list of research topics and supervisors have to be approved by the faculty?	Yes		No
D2.6	Are all dissertations/research reports examined by two persons?	Yes		No
D2.7	Is there viva voce examination for thesis/dissertation?	Yes		No
D3	Industrial Placement/Internship			
D3.1	Does the degree programme involve industrial placement/internship? If no please go to next section.	Yes	X	No
D3.2	If yes, are the criteria relating to industrial placement/ internship recorded in the faculty by-laws?	Yes	X	No
D3.3	Is the assessment method for internship/industrial placement given to the students prior to their placement?	Yes	X	No
D3.4	Marks allocation by internship supervisor/ organization (marks allocated and process)	No, marked by a panel after viva		
D4	Results			
D4.1	Are the criteria for passing/classes listed in any document provided to students?	Yes	X	No
D4.2	What is the pass mark for the degree?	GPA 2.0 from 90 credits, pass industrial placement, complete enhancement courses		
D4.3	What are the criteria for achieving an A or distinction in a specific module in the degree?	A+ >= 90, A >= 80, A- >= 75		
D4.4	What are the criteria for a First Class in the degree?	GPA 3.5		
D4.5	How many students obtained a first class at the last examination?	06 out of 96 graduates		
E5	Scholarships and Awards			
E5.1	Who makes decisions regarding which student to nominate for scholarships/gold medals/awards in your department?	Awards committee for scholarships and examination board for medals		
E5.2	Who makes decisions regarding which student to nominate for scholarships/gold medals/awards in your faculty?	Academic Syndicate		
F	Recruitment, Reward and Development of teaching staff			

Degree

F1	Recruitment				
F1.1	Are teachers recruited from outside the university to teach on the degree programme?	Yes	X	No	
F1.2	If yes, do these visiting lecturers need to hold specific qualifications?	Yes	X	No	
F1.3	If yes, do names of these lecturers and their qualifications have to be approved by the faculty?	Yes	X	No	
F1.4	Is this programme jointly taught with other faculties?	Yes		No	X
F1.5	Is this programme jointly taught with other academic/professional bodies?	Yes		No	X
F1.6	Does the list of lecturers for each subject in the degree have to gain departmental approval?	Yes	X	No	
F1.7	Does the list of lecturers for each subject in the degree have to gain faculty approval?	Yes	X	No	
F2	Reward				
F2.1	Are payments for visiting staff approved by Faculty?	Yes	X	No	
F2.2	Are the payments attractive to induce well qualified persons to undertake visiting work?	Yes		No	X
F2.3	Is workload of internal staff determined by department taking into account their contribution to supervision?	Yes	X	No	
F2.4	Is there any provision for appointing retired staff/ eminent researchers as Fellows of the Dept.?	Yes		No	X
F3	Development of Teaching Staff				
F3.1	Are regular efforts made to upgrade the teaching capabilities of staff in relation to teaching?	Yes	X	No	
F3.2	Does the Staff Development Centre at the university contribute to improving teaching?	Yes	X	No	
F3.3	Are methods such as industrial placements, secondments used to develop staff knowledge and application of academic skills as relevant to this degree?	Yes	X	No	
G	Feedback and verification mechanisms				
G1.1	Are student feedback forms used as a regular feature in assessing the degree semester by semester?	Yes	X	No	
G1.2	Is there a meeting at the end of each semester to gain student evaluation of the programme? Sometimes	Yes		No	X
G1.3	Does the department have any other regular process by which it gains feedback on the programme?	Yes	X	No	

Degree

G1.4	Please specify what these processes are?	Monitored by the course coordinator			
G1.5	Is attendance of lectures monitored on a daily basis?	Yes		No	X
G1.6	Is there a mechanism for students to complain against the academic process?	Yes	X	No	
G1.7	If yes, what is this mechanism?	Inform student counselor/course coordinator			
G1.8	Is there a mechanism for students to seek re-correction if they are unhappy regarding the results of a particular subject?	Yes	X	No	
G1.9	What is this mechanism?	Inform Lecturer/course coordinator			
G1.10	Does your department have a system of academic counseling?	Yes		No	
G1.11	What is the mechanism adopted?				
G1.12	Does your faculty have a system of academic counseling?	Yes	X	No	
G1.13	What is the mechanism adopted?	4 student counselors to handle all 800 undergraduates			
G1.14	In general what sort of academic problems are resolved through such a process?	Doubts in results, observations on lecturers, medical issues, batch missing			
G1.15	What more can be done to improve problem solving regarding academic matters at departmental level?	Nothing			
G1.16	What more can be done to improve problem solving regarding academic matters at faculty level?	Nothing			
G1.17	What more can be done to improve problem solving regarding academic matters at university level?	Nothing			
H	Any other issue you would like to raise regarding this programme, such as its strengths, weaknesses etc.	None			

Degree

Please involve Head of Department/Dean in filling out this questionnaire.

Name of Degree: Bachelor Information and Communication Technology

Type of Course:

Web site:

http://www.ucsc.cmb.ac.lk/index.php?option=com_content&task=category§ionid=25&id=97&Itemid=80

	Please tick	Duration
Degree (i.e. Medicine, Law)	Computer	3
General Degree		

NOTE: 1. UCSC Operates as a faculty and has no department level courses

2. 3 Year programme is specialised and industry oriented; 4 year programme is same with additional Research oriented year.

		Tick appropriate box/fill cage			
A	Entry				
A1	Minimum Entry Criteria				
A1.1	Is/are there subject pre-requisites as entry criteria?	Yes	X	No	
A1.2	If so what are they?	GCE(O/L) credit pass in Mathematics I or II, and English & pass aptitude test			
A1.3	Is there any A/L pre-requisite involved in choosing subjects in the first year?	Yes	X	No	
A1.4	If yes, what is/are they?	Credit in one of the following GCE (A/L) subjects – Higher Mathematics, Mathematics/Combined Mathematics, Physics, Chemistry, Biology, Accountancy, Business Statistics, Business Studies, Logic and Scientific Methods, Economics, Geography, Sanskrit, Latin, Music (Oriental/Carnatic/Western)			
A2	Admission Process				
A2.1	Do students opt to follow a general degree rather than a special degree?	Yes	X	No	
A2.2	If yes, what are their reasons for doing so?	High paid job opportunities, industry seniority, limited quota and GPA requirement for 4th year, 4th year is research oriented			

A2.3	Should this present practice of general degrees be continued?	Yes	X	No	
A2.4	If no, what measures should be taken to eliminate the general degree in the future?	N/A			
A2.5	If general degrees are to continue what steps should be taken to improve them?	Nothing as industry is happy with students			
A2.6	Should there be admission policy to admit students to follow a certain subject from the beginning with minoring as an option?	Yes		No	X
A2.7	What do you consider to be the optimal duration (in years) for this specific programme?	3	X	4	5
A2.8	Do you feel that professional degrees (i.e. Medicine, Law) should admit only graduates as in the US?	Yes		No	X
A3	Admission Policy				
A3.1	Are there a fixed number of students selected for this specific degree each year?	Yes	X	No	
A 3.2	In your opinion, on a scale of 1 to 5 (with 5 being perfect) how does the number of students being enrolled to this degree programme compare with national needs?	1	2	X	4 5
A3.3	Is there a faculty-wise policy regarding number to be enrolled in a specific year?	Yes	X	No	Don't Know
A3.4	What criteria should be taken into consideration in determining the number of students admitted to this specific programmed	Aptitude, mathematical and communication skills			
B	Programme design and approval				
B1	Programme Design				
B1.1	On a scale of 1 to 5 (with 5 being the best) how would you rate the involvement of department staff in course design?	1	2	3	4 X
B1.2	Were industry views sought in course design?	Yes	X	No	
B1.3	Were the views of professional bodies or Associations sought in course design?	Yes	X	No	
B1.4	Are the objectives of general courses significantly different from that of special courses conducted by your department?	Yes	X	No	
B1.5	What differences exist with regards to objectives and approach between general and special degree courses?	General (3 Year) is industry oriented while Special (4 year) is research oriented			
B1.6	Given that this course is part of a professional	Yes	X	No	

Degree

	degree, (i.e. Law, medicine) has this affected programme design?				
B1.7	If yes, how has it affected programme design?	Curriculum standards adopted by IEEE is followed along with local requirements			
B2	Programme Approval				
B2.1	Is there any formal mechanism for approving the course design (changes to design) at departmental level before submitting for faculty board approval?	Yes	X	No	
B2.2	What form does this formal mechanism for departmental approval take?	Curriculum revision meeting, Board of Studies Internal Undergraduate Studies			
C	Programme/subject monitoring and Review				
C1	Programme/subject monitoring				
C1.1	Are learning outcomes/objectives specified for the degree programme as a whole?	Yes	X	No	
C1.2	Are learning outcomes/objectives specified for each subject?	Yes	X	No	
C1.3	Are syllabuses from recognized universities examined in the process of determining syllabuses for subjects?	Yes	X	No	
C1.4	Are evaluation processes/allocation of marks for each evaluation in each subject provided in the student handbook?	Yes		No	X
C1.5	Is there a formal process by which the department approves the syllabuses of new subjects?	Yes	X	No	
C1.6	Is there a formal process by which the department approves the syllabuses of subjects taught each year?	Yes		No	X
C1.7	How would you rate on a scale from 1 to 5 (with 5 being the best) the departmental staff's involvement in running and monitoring the degree programme?	1	2	3	X 5
C1.8	What are your suggestions for greater departmental involvement in improving the degree courses?	Staff commitment and peer-evaluation			
C2	Programme Review				
C2.1	Is there a formal process for reviewing academic standards of courses regularly at department level?	Yes	X	No	
C2.2	Is there a formal process for reviewing operational aspects of courses regularly at department level?	Yes	X	No	
C2.3	Are internal peer review processes within the university adopted for evaluating courses?	Yes		No	X
C2.4	Are external review processes s adopted for	Yes		No	X

Degree

	evaluating courses/the degree?				
D	Assessment procedures				
D1	Examinations				
D1.1	Does the degree course include credit system in evaluation?	Yes	X	No	
D1.2	If Yes how is credit defined (for Lectures/Discussions/practical)?	No. of Lecture and Practical hours per week			
D1.3	If yes, what is the total number of credits required for the degree?	90			
D1.4	If yes, and you have a research project/report how many credits is this component?	No			
D1.5	Is grade point used in evaluation?	Yes	X	No	
D1.6	How is GPA calculated?	Simple average			
		Weighted average		X	
D1.7	Do you give	Only GPA			
		Only Class			
		Both GPA and Class		X	
D1.8	Do you have plans to move to the credit system soon?	Yes		No	Already Exists X
D1.9	Does the degree involve continuous assessment?	Yes	X	No	
D1.10	If yes, what percentage of marks is allocated to the final examination for all subjects?	Typically 70%; Very practical courses 0%-60%; theoretical courses & some courses conducted by visiting lecturers 80%-100%			
D1.11	What forms of evaluation do continuous evaluations involve? (can tick multiple responses)	Open book exams			
		Closed book exams		X	
		Individual Assignments		X	
		Group assignments		X	
		Presentations		X	
		Field trips		X	
		Research projects			
		Community projects			
		Practical		X	
		Other (specify)			
D1.12	Are all examination papers moderated?	Yes	X	No	
D1.13	Are all continuous evaluation exercises moderated?	Yes		No	X
D1.14	Are final examination scripts marked by two persons?	Yes	X	No	

Degree

D1.15	Are the final examination scripts marked by an external examiner as well as an internal examiner?	Yes		No	X
D1.16	Do staff in your department act as external examiners for other universities?	Yes	X	No	
D1.17	What difference in total marks is considered a discrepancy that needs resolving?	>=5			
D1.18	How are discrepancies in marks between two internal examiners generally resolved?	Discussion among parties involved			
D1.19	How are discrepancies in marks between internal and external examiners resolved?	Discussion among board of examiners			
D1.20	Who enters examination marks prior to submission to Examinations Department?	First examiner			
D1.21	Who finalizes examination marks prior to submission to Examinations Department?	Second examiner			
D1.22	On whose computer is information regarding results stored?	First examiner and/or examination branch			
D1.23	Where are hard copies of mark sheets stored?	Examination branch			
D1.24	What precautions are taken to safeguard soft and hard copies of marks?	Stored under the supervision of SAR Exams			
D1.25	Are formal deadlines set for completing the marking of examination scripts and continuous assessments?	Yes	X	No	
D1.26	What is the stipulated duration for release of results?	2 months, but not enforced and hence takes many more months			
D2	Research Reports/Dissertations				
D2.1	Does the degree involve a research component? If no please go to next section.	Yes		No	X
D2.2	If yes, are all dissertations/research reports supervised?	Yes		No	
D2.3	What is time duration for the following (specify in months)	Research component			
		Internship report (IR)			
		Project report (PR)			
		Extended essay (EE)			
		Dissertation (D)			
		Thesis (T)			
D2.4	Specify minimum/maximum word/page limits for the above categories of evaluation		Minimum	Maximum	
		IR			
		PR			
		EE			
		D			
		T			

Degree

D2.5	Does the list of research topics and supervisors have to be approved by the faculty?	Yes		No	
D2.6	Are all dissertations/research reports examined by two persons?	Yes		No	
D2.7	Is there viva voce examination for thesis/dissertation?	Yes		No	
D3	Industrial Placement/Internship				
D3.1	Does the degree programme involve industrial placement/internship? If no please go to next section.	Yes	X	No	
D3.2	If yes, are the criteria relating to industrial placement/ internship recorded in the faculty by-laws?	Yes	X	No	
D3.3	Is the assessment method for internship/industrial placement given to the students prior to their placement?	Yes	X	No	
D3.4	Marks allocation by internship supervisor/ organization (marks allocated and process)	No, marked by a panel after viva			
D4	Results				
D4.1	Are the criteria for passing/classes listed in any document provided to students?	Yes	X	No	
D4.2	What is the pass mark for the degree?	GPA 2.0 from 90 credits, pass industrial placement, complete enhancement courses			
D4.3	What are the criteria for achieving an A or distinction in a specific module in the degree?	A+ >= 90, A >= 80, A- >= 75			
D4.4	What are the criteria for a First Class in the degree?	GPA 3.5			
D4.5	How many students obtained a first class at the last examination?	02 out of 52 graduates			
E5	Scholarships and Awards				
E5.1	Who makes decisions regarding which student to nominate for scholarships/gold medals/awards in your department?	Awards committee for scholarships and examination board for medals			
E5.2	Who makes decisions regarding which student to nominate for scholarships/gold medals/awards in your faculty?	Academic Syndicate			
F	Recruitment, Reward and Development of teaching staff				
F1	Recruitment				
F1.1	Are teachers recruited from outside the university to	Yes	X	No	

Degree

	teach on the degree programme?				
F1.2	If yes, do these visiting lecturers need to hold specific qualifications?	Yes	X	No	
F1.3	If yes, do names of these lecturers and their qualifications have to be approved by the faculty?	Yes	X	No	
F1.4	Is this programme jointly taught with other faculties?	Yes		No	X
F1.5	Is this programme jointly taught with other academic/professional bodies?	Yes		No	X
F1.6	Does the list of lecturers for each subject in the degree have to gain departmental approval?	Yes	X	No	
F1.7	Does the list of lecturers for each subject in the degree have to gain faculty approval?	Yes	X	No	
F2	Reward				
F2.1	Are payments for visiting staff approved by Faculty?	Yes	X	No	
F2.2	Are the payments attractive to induce well qualified persons to undertake visiting work?	Yes		No	X
F2.3	Is workload of internal staff determined by department taking into account their contribution to supervision?	Yes	X	No	
F2.4	Is there any provision for appointing retired staff/eminant researchers as Fellows of the Dept.?	Yes		No	X
F3	Development of Teaching Staff				
F3.1	Are regular efforts made to upgrade the teaching capabilities of staff in relation to teaching?	Yes	X	No	
F3.2	Does the Staff Development Centre at the university contribute to improving teaching?	Yes	X	No	
F3.3	Are methods such as industrial placements, secondments used to develop staff knowledge and application of academic skills as relevant to this degree?	Yes	X	No	
G	Feedback and verification mechanisms				
G1.1	Are student feedback forms used as a regular feature in assessing the degree semester by semester?	Yes	X	No	
G1.2	Is there a meeting at the end of each semester to gain student evaluation of the programme? Sometimes	Yes		No	X
G1.3	Does the department have any other regular process by which it gains feedback on the programme?	Yes	X	No	
G1.4	Please specify what these processes are?	Monitored by the course coordinator			
G1.5	Is attendance of lectures monitored on a daily basis?	Yes		No	X

Degree

G1.6	Is there a mechanism for students to complain against the academic process?	Yes	X	No	
G1.7	If yes, what is this mechanism?	Inform student counselor/course coordinator			
G1.8	Is there a mechanism for students to seek re-correction if they are unhappy regarding the results of a particular subject?	Yes	X	No	
G1.9	What is this mechanism?	Inform Lecturer/course coordinator			
G1.10	Does your department have a system of academic counseling?	Yes		No	
G1.11	What is the mechanism adopted?				
G1.12	Does your faculty have a system of academic counseling?	Yes	X	No	
G1.13	What is the mechanism adopted?	4 student counselors to handle all 800 undergraduates			
G1.14	In general what sort of academic problems are resolved through such a process?	Doubts in results, observations on lecturers, medical issues, batch missing			
G1.15	What more can be done to improve problem solving regarding academic matters at departmental level?	Nothing			
G1.16	What more can be done to improve problem solving regarding academic matters at faculty level?	Nothing			
G1.17	What more can be done to improve problem solving regarding academic matters at university level?	Nothing			
H	Any other issue you would like to raise regarding this programme, such as its strengths, weaknesses etc.	None			

Please involve Head of Department in filling out this questionnaire.

Name of Course: Bachelor of Science in Computer Science

Type of Course:

Web site:

http://www.ucsc.cmb.ac.lk/index.php?option=com_content&task=view&id=392&Itemid=80

	Please tick	Duration
Special degree from first year onwards		
Special degree selected after first year		
Special degree selected after second year		
Other (specify) – selected after third year	X	1

		Tick appropriate box/fill cage			
A	Entry				
A1	Minimum Entry Criteria				
A1.1	The subject combination needed for being considered for special selection is specified in student handbook	Yes	X	No	
A1.2	The minimum criteria for selection is specified in the student handbook	Yes	X	No	
A1.3	The minimum criteria for selection is specified in the faculty by-laws	Yes	X	No	
A1.4	The criteria used in student selection is often higher than the minimum criteria due to high demand	Yes	X	No	
A1.5	The minimum criteria are sometimes relaxed due to demand for and availability of places in the special degree programme?	Yes		No	X
A2	Admission Process				
A2.1	Admission to the special degree programme is based on (can tick multiple responses)	Examination results in previous year/s			X
		Special examination held to select Special students			
		Interview			
		Other criteria/evidence/ procedures (please specify)			
A3	Admission Policy				
A3.1	Are there a fixed number of students selected for the special degree programme each year?	Yes	X	No	

SpD

A3.2	Would you say the number of students applying for the special degree each year shows a rising trend?	Yes	X	No		
A3.3	Is the number of students admitted to the special degree linked to the number of applicants?	Yes		No	X	
A 3.4	In your opinion, on a scale of 1 to 5 (with 5 being perfect) how does the number of students being enrolled on the special degree programme compare with national needs?	1	2	3	4	X
A3.5	Is there a department-wise policy regarding selection procedures/number of students to be selected for the special degree?	Yes	X	No		
A3.6	If the response is no, why do you think it is so in your department?					
A3.7	Is there a faculty-wise policy regarding selection procedures for special degrees?	Yes	X	No		Don't Know
A3.8	On a scale of 1 to 5 (with 5 being the best fit) how would you rate the appropriateness of the entry criteria and selection process in terms of national needs?	1	2	3	4	X
A3.9	What changes would you propose at departmental level to improve Special selection?	N/A				
A3.10	What changes would you propose at faculty level to improve Special selection?	None				
A3.11	Should we move towards a policy of all students following a special Degree?	Yes		No		X
B	Programme design and approval					
B1	Programme Design					
B1.1	Who initiated the programme?	Head of the Department				
		Other staff member				
		Group of staff members			X	
		Faculty advocated it				
		Industry advocated it				
B1.2	On a scale of 1 to 5 (with 5 being the best) how would you rate the involvement of department staff in programme design?	1	2	3	4	X
B1.3	Were industry views sought in programme design?	Yes	X	No		
B1.4	Were the views of professional bodies or Associations sought in programme design?	Yes	X	No		
B1.5	Are the students following the special degree sub-divided by stream/sub-specialization?	Yes		No	X	

B1.6	Why were such sub-specializations/Streams created?	N/A					
B1.7	Are all sub-specializations/streams equally popular?	Yes			No		
B1.8	Are student numbers relatively equal in all sub-specializations/streams?	Yes			No		
B1.9	Are student numbers in the different streams/sub-specializations linked to student demand?	Yes			No		
B1.10	Are you planning on introducing such sub-specializations/further sub-specializations in the future?	Yes		No	X	Already Exists	
B2	Programme Approval						
B2.1	Is there any formal mechanism for approving the Special degree programme design (changes to design) at departmental level before submitting for faculty board approval?	Yes		X	No		
B2.2	What form does this formal mechanism for departmental approval take?	Curriculum revision meeting, Board of Studies Internal Undergraduate Studies					
C	Programme/subject monitoring and Review						
C1	Programme/subject monitoring						
C1.1	Are learning outcomes/objectives specified for the Special degree course as a whole?	Yes		X	No		
C1.2	Are learning outcomes/objectives specified for all subjects in the special degree?	Yes		X	No		
C1.3	Are syllabuses from recognized universities examined in the process of determining syllabuses for special degree subjects?	Yes		X	No		
C1.4	Are evaluation processes/allocation of marks for each evaluation provided in the student handbook?	Yes			No	X	
C1.5	Is there a formal process by which the department approves the syllabuses of subjects taught in this programme at the inception of the programme?	Yes		X	No		
C1.6	Is there a formal process by which the department approves the syllabuses of subjects taught each year?	Yes			No	X	
C1.7	How would you rate on a scale from 1 to 5 (with 5 being the best) the departmental staff's involvement in running and monitoring this special degree programme?	1	2	3	X	5	
C1.8	What are your suggestions for greater departmental	Staff commitment and peer-evaluation					

SpD

	involvement?				
C2	Programme Review				
C2.1	Is there a formal process for reviewing academic standards of the Special degree programme regularly at department level?	Yes	X	No	
C2.2	Is there a formal process for reviewing operational aspects of the special degree programme regularly at department level?	Yes	X	No	
C2.3	Are internal peer review processes within the university adopted for evaluating this programme?	Yes		No	X
C2.4	Are external review processes s adopted for evaluating this special degree programme?	Yes		No	X
D	Assessment procedures				
D1	Examinations				
D1.1	Does the Special degree course include credit system in evaluation?	Yes	X	No	
D1.2	If Yes how is credit defined for Lectures, Discussions, Practical?	No. of Lecture and Practical hours per week			
D1.3	If yes, what is the total number of credits required for the degree?	120			
D1.4	If yes, and you have a research project/report how many credits is this component?	YES			
D1.5	Is grade point used in evaluation?	Yes	X	No	
D1.6	How is GPA calculated?	Simple average			
		Weighted average		X	
D1.7	Do you give	GPA only			
		Class only			
		Both GPA and Class		X	
D1.8	Do you have plans to move to the credit system soon?	Yes		No	X
D1.9	Does the special degree involve continuous assessment?	Yes	X	No	
D1.10	If yes, what percentage of marks is allocated to the final examination for all subjects?	Typically 70%, very practical courses 0%-60%, theoretical courses 100%			
D1.11	What forms of evaluation does continuous evaluation involve? (can tick multiple responses)	Open book exams			
		Closed book exams		X	
		Individual Assignments		X	
		Group assignments		X	
		Presentations		X	

SpD

		Field trips	
		Research projects	X
		Community projects	
		Practical	X
		Other (specify)	
D1.12	Are all examination papers moderated?	Yes	X
D1.13	Are all continuous evaluation exercises moderated?	Yes	No
D1.14	All final examination scripts marked by two persons?	Yes	X
D1.15	Are the final examination scripts marked by an external examiner as well as an internal examiner?	Yes	X
D1.16	Do staff in your department act as external examiners for other universities?	Yes	X
D1.17	What difference in total marks is considered a discrepancy that needs resolving?	>=5	
D1.18	How are discrepancies in marks between two internal examiners generally resolved?	Discussion among parties involved	
D1.19	How are discrepancies in marks between internal and external examiners resolved?	Discussion among board of examiners	
D1.20	Who enters examination marks prior to submission to Examinations Department?	First examiner	
D1.21	Who finalizes examination marks prior to submission to Examinations Department?	Second examiner	
D1.22	On whose computer are results stored?	First examiner and/or examination branch	
D1.23	Where are hard copies of mark sheets stored?	Examination branch	
D1.24	What precautions are taken to safeguard soft and hard copies of marks?	Stored under the supervision of SAR Exams	
D1.25	Are formal deadlines set for completing the marking of examination scripts and continuous assessments?	Yes	X
D1.26	What is the stipulated duration for release of results?	2 months, but not enforced and hence takes many more months	
D2	Research Reports/Dissertations		
D2.1	Are all dissertations/research reports supervised?	Yes	X
D2.2	What is time duration for the following (specify in months) – Project is one year and includes literature review, system design and implementation. Students may manage their time.	Research component	3 months
		Internship report (IR)	
		Project report (PR)	3 months
		Extended essay (EE)	
		Dissertation (D)	
		Thesis (T)	

Degree

		Design & implementation		6 months	
D2.3	Specify minimum/maximum word/page limits for the above categories of evaluation – Page limits are not specified		Minimum	Maximum	
		IR			
		PR			
		EE			
		D			
		T			
D2.4	Does the list of research topics and supervisors have to be approved by the faculty?	Yes		No	X
D2.5	Are all dissertations/research reports examined by two persons?	Yes	X	No	
D2.6	Is there viva voce examination for thesis/dissertation?	Yes	X	No	
D3	Industrial Placement/Internship				
D3.1	Does the special degree programme involve industrial placement/internship	Yes		No	X
D3.2	If yes, are the criteria relating to industrial placement/ internship recorded in the faculty by-laws?	Yes		No	
D3.3	Is the assessment method for internship/industrial placement given to the students prior to their placement?	Yes		No	
D3.4	Marks allocation by internship supervisor/ organization (marks allocated and process)				
D4	Results				
D4.1	Are the criteria for passing/classes listed in any document provided to students?	Yes	X	No	
D4.2	What is the pass mark for the special degree?	GPA 2.5 from 120 credits, pass industrial placement & individual project, complete enhancement courses			
D4.3	What are the criteria for achieving an A in a specific module in the Special degree?	A+ >= 90, A >= 80, A- >= 75			
D4.4	What are the criteria for a First Class in the Special degree?	GPA 3.5			
D4.5	How many students obtained a first class at the last examination?	13 out of 37 graduates			
E5	Scholarships and Awards				
E5.1	Who makes decisions regarding which student to	Awards committee for scholarships			

SpD

	nominate for scholarships/gold medals/awards in your department?	and examination board for medals			
F	Recruitment, Reward and Development of teaching staff				
F1	Recruitment				
F1.1	Are teachers recruited from outside the university to teach on the special degree programme?	Yes	X	No	
F1.2	If yes, do these visiting lecturers need to hold specific qualifications?	Yes	X	No	
F1.3	If yes, do names of these visiting lecturers and their qualifications have to be approved by the faculty?	Yes	X	No	
F1.4	Is this programme jointly taught with other faculties?	Yes	X	No	
F1.5	Is this programme jointly taught with other academic/professional bodies?	Yes		No	X
F1.6	Does the list of lecturers for each subject in the special degree have to gain departmental approval?	Yes	X	No	
F1.7	Does the list of lecturers for each subject in the special degree have to gain faculty approval?	Yes	X	No	
F2	Reward				
F2.1	Are payments for visiting staff approved by Faculty?	Yes	X	No	
F2.2	Are the payments attractive to induce well qualified persons to undertake visiting work?	Yes		No	X
F2.3	Is workload of internal staff determined by the department taking into account their contribution to supervision?	Yes	X	No	
F2.4	Is there any provision for appointing retired staff/ eminent researchers as Fellows of the department?	Yes		No	X
F3	Development of Teaching Staff				
F3.1	Are regular efforts made to upgrade teaching capabilities of staff for special degree teaching?	Yes	X	No	
F3.2	Does the Staff Development Centre at university contribute to improve teaching at special degree level?	Yes	X	No	
F3.3	Are methods such as industrial placements, secondments used to develop staff knowledge and application of academic skills as relevant to this special degree?	Yes	X	No	
G	Feedback and verification mechanisms				
G1.1	Are student feedback forms used as a regular feature	Yes	X	No	

	in assessing the special degree semester by semester?				
G1.2	Is there a meeting at the end of each semester to gain student evaluation of the programme?	Yes		No	X
G1.3	Does the department have any other regular process by which it gains feedback on the programme?	Yes	X	No	
G1.4	Please specify what these processes are?	Monitored by the course coordinator			
G1.5	Is attendance of lectures monitored on a daily basis?	Yes		No	X
G1.6	Is there a mechanism for students to complain against the academic process?	Yes	X	No	
G1.7	If yes, what is this mechanism?	Inform student counselor/course coordinator			
G1.8	Is there a mechanism for students to seek re-correction if they are unhappy regarding the results of a particular subject?	Yes	X	No	
G1.9	What is this mechanism?	Inform Lecturer/course coordinator			
G1.10	Does your department have a system of academic counseling?	Yes		No	
G1.11	What is the mechanism adopted?				
G1.12	Does your faculty have a system of academic counseling?	Yes	X	No	
G1.13	What is the mechanism adopted?	4 student counselors to handle all 800 undergraduates			
G1.14	In general what sort of academic problems are resolved through such a process?	Observations on lecturers, medical issues			
G1.15	What more can be done to improve problem solving regarding academic matters at departmental level?	Nothing			
G1.16	What more can be done to improve problem solving regarding academic matters at faculty level?	Nothing			
G1.17	What more can be done to improve problem solving regarding academic matters at university level?	Nothing			
H	Any other issue you would like to raise regarding this programme, such as its strengths, weaknesses etc.	None			

Please involve Head of Department in filling out this questionnaire.

Name of Course: Bachelor of Science in Information and Communication Technology

Type of Course:

Web site:

http://www.ucsc.cmb.ac.lk/index.php?option=com_content&task=category§ionid=25&id=97&Itemid=80

	Please tick	Duration
Special degree from first year onwards		
Special degree selected after first year		
Special degree selected after second year		
Other (specify) – selected after third year	X	1

		Tick appropriate box/fill cage			
A	Entry				
A1	Minimum Entry Criteria				
A1.1	The subject combination needed for being considered for special selection is specified in student handbook	Yes	X	No	
A1.2	The minimum criteria for selection is specified in the student handbook	Yes	X	No	
A1.3	The minimum criteria for selection is specified in the faculty by-laws	Yes	X	No	
A1.4	The criteria used in student selection is often higher than the minimum criteria due to high demand	Yes	X	No	
A1.5	The minimum criteria are sometimes relaxed due to demand for and availability of places in the special degree programme?	Yes		No	X
A2	Admission Process				
A2.1	Admission to the special degree programme is based on (can tick multiple responses)	Examination results in previous year/s			X
		Special examination held to select Special students			
		Interview			
		Other criteria/evidence/procedures (please specify)			
A3	Admission Policy				
A3.1	Are there a fixed number of students selected for the	Yes	X	No	

SpD

	special degree programme each year?				
A3.2	Would you say the number of students applying for the special degree each year shows a rising trend?	Yes	X	No	
A3.3	Is the number of students admitted to the special degree linked to the number of applicants?	Yes		No	X
A 3.4	In your opinion, on a scale of 1 to 5 (with 5 being perfect) how does the number of students being enrolled on the special degree programme compare with national needs?	1	2	3	4 X
A3.5	Is there a department-wise policy regarding selection procedures/number of students to be selected for the special degree?	Yes	X	No	
A3.6	If the response is no, why do you think it is so in your department?				
A3.7	Is there a faculty-wise policy regarding selection procedures for special degrees?	Yes	X	No	Don't Know
A3.8	On a scale of 1 to 5 (with 5 being the best fit) how would you rate the appropriateness of the entry criteria and selection process in terms of national needs?	1	2	3	4 X
A3.9	What changes would you propose at departmental level to improve Special selection?	N/A			
A3.10	What changes would you propose at faculty level to improve Special selection?	None			
A3.11	Should we move towards a policy of all students following a special Degree?	Yes		No	X
B	Programme design and approval				
B1	Programme Design				
B1.1	Who initiated the programme?	Head of the Department			
		Other staff member			
		Group of staff members			X
		Faculty advocated it			
		Industry advocated it			
B1.2	On a scale of 1 to 5 (with 5 being the best) how would you rate the involvement of department staff in programme design?	1	2	3	4 X
B1.3	Were industry views sought in programme design?	Yes	X	No	
B1.4	Were the views of professional bodies or Associations sought in programme design?	Yes	X	No	
B1.5	Are the students following the special degree sub-	Yes		No	X

	divided by stream/sub-specialization?				
B1.6	Why were such sub-specializations/Streams created?	N/A			
B1.7	Are all sub-specializations/streams equally popular?	Yes		No	
B1.8	Are student numbers relatively equal in all sub-specializations/streams?	Yes		No	
B1.9	Are student numbers in the different streams/sub-specializations linked to student demand?	Yes		No	
B1.10	Are you planning on introducing such sub-specializations/further sub-specializations in the future?	Yes		No	X Already Exists
B2	Programme Approval				
B2.1	Is there any formal mechanism for approving the Special degree programme design (changes to design) at departmental level before submitting for faculty board approval?	Yes	X	No	
B2.2	What form does this formal mechanism for departmental approval take?	Curriculum revision meeting, Board of Studies Internal Undergraduate Studies			
C	Programme/subject monitoring and Review				
C1	Programme/subject monitoring				
C1.1	Are learning outcomes/objectives specified for the Special degree course as a whole?	Yes	X	No	
C1.2	Are learning outcomes/objectives specified for all subjects in the special degree?	Yes	X	No	
C1.3	Are syllabuses from recognized universities examined in the process of determining syllabuses for special degree subjects?	Yes	X	No	
C1.4	Are evaluation processes/allocation of marks for each evaluation provided in the student handbook?	Yes		No	X
C1.5	Is there a formal process by which the department approves the syllabuses of subjects taught in this programme at the inception of the programme?	Yes	X	No	
C1.6	Is there a formal process by which the department approves the syllabuses of subjects taught each year?	Yes		No	X
C1.7	How would you rate on a scale from 1 to 5 (with 5 being the best) the departmental staff's involvement in running and monitoring this special degree programme?	1	2	3	X 5

SpD

C1.8	What are your suggestions for greater departmental involvement?	Staff commitment and peer-evaluation			
C2	Programme Review				
C2.1	Is there a formal process for reviewing academic standards of the Special degree programme regularly at department level?	Yes	X	No	
C2.2	Is there a formal process for reviewing operational aspects of the special degree programme regularly at department level?	Yes	X	No	
C2.3	Are internal peer review processes within the university adopted for evaluating this programme?	Yes		No	X
C2.4	Are external review processes s adopted for evaluating this special degree programme?	Yes		No	X
D	Assessment procedures				
D1	Examinations				
D1.1	Does the Special degree course include credit system in evaluation?	Yes	X	No	
D1.2	If Yes how is credit defined for Lectures, Discussions, Practical?	No. of Lecture and Practical hours per week			
D1.3	If yes, what is the total number of credits required for the degree?	120			
D1.4	If yes, and you have a research project/report how many credits is this component?	YES			
D1.5	Is grade point used in evaluation?	Yes	X	No	
D1.6	How is GPA calculated?	Simple average			
		Weighted average		X	
D1.7	Do you give	GPA only			
		Class only			
		Both GPA and Class		X	
D1.8	Do you have plans to move to the credit system soon?	Yes		No	X
D1.9	Does the special degree involve continuous assessment?	Yes	X	No	
D1.10	If yes, what percentage of marks is allocated to the final examination for all subjects?	Typically 60-70%%; Very practical courses 0%-50%			
D1.11	What forms of evaluation does continuous evaluation involve? (can tick multiple responses)	Open book exams			
		Closed book exams		X	
		Individual Assignments		X	
		Group assignments		X	

SpD

		Presentations		X	
		Field trips			
		Research projects		X	
		Community projects			
		Practical		X	
		Other (specify)			
D1.12	Are all examination papers moderated?	Yes	X	No	
D1.13	Are all continuous evaluation exercises moderated?	Yes		No	X
D1.14	All final examination scripts marked by two persons?	Yes	X	No	
D1.15	Are the final examination scripts marked by an external examiner as well as an internal examiner?	Yes	X	No	
D1.16	Do staff in your department act as external examiners for other universities?	Yes	X	No	
D1.17	What difference in total marks is considered a discrepancy that needs resolving?	>=5			
D1.18	How are discrepancies in marks between two internal examiners generally resolved?	Discussion among parties involved			
D1.19	How are discrepancies in marks between internal and external examiners resolved?	Discussion among board of examiners			
D1.20	Who enters examination marks prior to submission to Examinations Department?	First examiner			
D1.21	Who finalizes examination marks prior to submission to Examinations Department?	Second examiner			
D1.22	On whose computer are results stored?	First examiner and/or examination branch			
D1.23	Where are hard copies of mark sheets stored?	Examination branch			
D1.24	What precautions are taken to safeguard soft and hard copies of marks?	Stored under the supervision of SAR Exams			
D1.25	Are formal deadlines set for completing the marking of examination scripts and continuous assessments?	Yes	X	No	
D1.26	What is the stipulated duration for release of results?	2 months, but not enforced and hence takes many more months			
D2	Research Reports/Dissertations				
D2.1	Are all dissertations/research reports supervised?	Yes	X	No	
D2.2	What is time duration for the following (specify in months) – Project is one year and includes literature review, system design and implementation. Students may manage their time.	Research component		3 months	
		Internship report (IR)			
		Project report (PR)		3 months	
		Extended essay (EE)			
		Dissertation (D)			

Degree

		Design & Implementation		6 months	
		Thesis (T)			
D2.3	Specify minimum/maximum word/page limits for the above categories of evaluation – page limits are not specifiec		Minimum	Maximum	
		IR			
		PR			
		EE			
		D			
		T			
D2.4	Does the list of research topics and supervisors have to be approved by the faculty?	Yes		No	X
D2.5	Are all dissertations/research reports examined by two persons?	Yes	X	No	
D2.6	Is there viva voce examination for thesis/dissertation?	Yes	X	No	
D3	Industrial Placement/Internship				
D3.1	Does the special degree programme involve industrial placement/internship	Yes		No	X
D3.2	If yes, are the criteria relating to industrial placement/ internship recorded in the faculty by-laws?	Yes		No	
D3.3	Is the assessment method for internship/industrial placement given to the students prior to their placement?	Yes		No	
D3.4	Marks allocation by internship supervisor/ organization (marks allocated and process)				
D4	Results				
D4.1	Are the criteria for passing/classes listed in any document provided to students?	Yes	X	No	
D4.2	What is the pass mark for the special degree?	GPA 2.5 from 120 credits, pass industrial placement & individual project, complete enhancement courses			
D4.3	What are the criteria for achieving an A in a specific module in the Special degree?	A+ >= 90, A >= 80, A- >= 75			
D4.4	What are the criteria for a First Class in the Special degree?	GPA 3.5			
D4.5	How many students obtained a first class at the last examination?	First batch to be graduated in 2009			
E5	Scholarships and Awards				

E5.1	Who makes decisions regarding which student to nominate for scholarships/gold medals/awards in your department?	Awards committee for scholarships and examination board for medals			
F	Recruitment, Reward and Development of teaching staff				
F1	Recruitment				
F1.1	Are teachers recruited from outside the university to teach on the special degree programme?	Yes	X	No	
F1.2	If yes, do these visiting lecturers need to hold specific qualifications?	Yes	X	No	
F1.3	If yes, do names of these visiting lecturers and their qualifications have to be approved by the faculty?	Yes	X	No	
F1.4	Is this programme jointly taught with other faculties?	Yes	X	No	
F1.5	Is this programme jointly taught with other academic/professional bodies?	Yes		No	X
F1.6	Does the list of lecturers for each subject in the special degree have to gain departmental approval?	Yes	X	No	
F1.7	Does the list of lecturers for each subject in the special degree have to gain faculty approval?	Yes	X	No	
F2	Reward				
F2.1	Are payments for visiting staff approved by Faculty?	Yes	X	No	
F2.2	Are the payments attractive to induce well qualified persons to undertake visiting work?	Yes		No	X
F2.3	Is workload of internal staff determined by the department taking into account their contribution to supervision?	Yes	X	No	
F2.4	Is there any provision for appointing retired staff/eminant researchers as Fellows of the department?	Yes		No	X
F3	Development of Teaching Staff				
F3.1	Are regular efforts made to upgrade teaching capabilities of staff for special degree teaching?	Yes	X	No	
F3.2	Does the Staff Development Centre at university contribute to improve teaching at special degree level?	Yes	X	No	
F3.3	Are methods such as industrial placements, secondments used to develop staff knowledge and application of academic skills as relevant to this special degree?	Yes	X	No	
G	Feedback and verification mechanisms				

G1.1	Are student feedback forms used as a regular feature in assessing the special degree semester by semester?	Yes	X	No	
G1.2	Is there a meeting at the end of each semester to gain student evaluation of the programme?	Yes		No	X
G1.3	Does the department have any other regular process by which it gains feedback on the programme?	Yes	X	No	
G1.4	Please specify what these processes are?	Monitored by the course coordinator			
G1.5	Is attendance of lectures monitored on a daily basis?	Yes		No	X
G1.6	Is there a mechanism for students to complain against the academic process?	Yes	X	No	
G1.7	If yes, what is this mechanism?	Inform student counselor/course coordinator			
G1.8	Is there a mechanism for students to seek re-correction if they are unhappy regarding the results of a particular subject?	Yes	X	No	
G1.9	What is this mechanism?	Inform Lecturer/course coordinator			
G1.10	Does your department have a system of academic counseling?	Yes		No	
G1.11	What is the mechanism adopted?				
G1.12	Does your faculty have a system of academic counseling?	Yes	X	No	
G1.13	What is the mechanism adopted?	4 student counselors to handle all 800 undergraduates			
G1.14	In general what sort of academic problems are resolved through such a process?	Observations on lecturers, medical issues			
G1.15	What more can be done to improve problem solving regarding academic matters at departmental level?	Nothing			
G1.16	What more can be done to improve problem solving regarding academic matters at faculty level?	Nothing			
G1.17	What more can be done to improve problem solving regarding academic matters at university level?	Nothing			
H	Any other issue you would like to raise regarding this programme, such as its strengths, weaknesses etc.	None			

Please involve Course coordinators in filling out this questionnaire.

Name of Course: Master of Computer Science

Type of Course: **Students may opt for a PG Diploma after one year of course work. Web site:**

[http://www.ucsc.cmb.ac.lk/wiki/images/f/fc/Broacher MCS 2009.pdf](http://www.ucsc.cmb.ac.lk/wiki/images/f/fc/Broacher_MCS_2009.pdf)

	Please tick as appropriate
Postgraduate Diploma/certificate	
Postgraduate Diploma leading to Masters	
Masters by coursework	X
Masters by thesis/research	
Research degree (MPhil/PhD)	
MD	
Other (please specify)	

Duration:

	Please fill out as appropriate
Duration of any Course Work programme	2 years
Research degree - minimum registration period	
Research degree - maximum registration period	

		Tick appropriate box/fill cage			
A	Entry				
A1	Minimum Entry Criteria				
A1.1	Undergraduate degree is essential	Yes		No	X
A1.2	Undergraduate degree in the same/related discipline is essential	Yes	X	No	
A1.3	Undergraduate degree with a class is essential	Yes		No	X
A1.4	If yes, what is this class (1 st , 2-1 or 2-2)				
A1.5	Professional qualifications equivalent to undergraduate degrees are accepted.	Yes	X	No	
A1.6	The professional qualifications so accepted are listed in the bye-laws of the programme	Yes		No	X
A1.7	Professional qualifications so accepted are ratified by the Higher Degrees Board at the point of admission.	Yes	X	No	
A1.8	Is a pre-determined period of experience essential in applying for the programme?	Yes		No	X
A1.9	Are any students admitted entirely on their work experience?	Yes		No	X
A1.10	If yes, what is the time duration stipulated (in years)?				

A1.11	For MPhil/PhD degrees, is the minimum requirement a Masters degree?	Yes		No		
A1.12	Can students register for an MPhil/PhD directly only if they have a first class?	Yes		No		
A1.13	Is work experience taken into consideration when selecting students for an MPhil/PhD?	Yes		No		
A1.14	Have the minimum entry requirements changed since the inception of the programme?	Yes		No		
A1.15	If yes, mention change and reason for change					
A2	Admission Process					
A2.1	Is admission to the programme based only on	Admission test				
		Interview				
		Admission test and interview		X		
		Other criteria/ Procedures (please specify)				
A2.2	Type of admission test	MCQ		X		
		Structured examination				
		Quiz				
		Other (specify)				
A3	Admission Policy					
A3.1	Is there a department-wise policy regarding selection procedures for postgraduate programmes?	Yes		No		
A3.2	Is there a faculty-wise policy regarding selection procedures for postgraduate programmes?	Yes	X	No	Don't Know	
A3.3	If the response is no, why do you think it is so in your department/faculty?					
A3.4	On a scale of 1 to 5 (with 5 being the best fit) how would you rate the appropriateness of the entry criteria and selection process in terms of national needs?	1	2	3	4	X
A3.5	Are there a fixed number of students selected for the programme each year?	Yes	X	No		
A3.6	Would you say the number of students applying for the programme each year shows a rising trend?	Yes	X	No		
A3.7	Is the number of students admitted to the programme linked to the number of applicants?	Yes		No	X	
A3.8	In your opinion, on a scale of 1 to 5 (with 5 being	1	X	3	4	5

	perfect) how does the number of students being enrolled on this programme compare with national needs?					
B	Programme design and approval					
B1	Programme Design					
B1.1	Who initiated the programme?	Head of the Department				
		Other staff member				
		Group of staff members			X	
		Faculty advocated it				
		Industry advocated it				
B1.2	On a scale of 1 to 5 (with 5 being the best) how would you rate the involvement of department staff in programme design?	1	2	3	4	X
B1.3	Were industry views sought in programme design?	Yes	X	No		
B1.4	Were the views of professional bodies or Associations sought in programme design?	Yes	X	No		
B2	Programme Approval					
B2.1	Is there any formal mechanism for approving the programme at departmental/board of study level before submitting for higher degrees/faculty board approval?	Yes	X	No		
C	Programme/subject monitoring and Review					
C1	Programme/subject monitoring					
C1.1	Are learning outcomes/objectives specified for the course as a whole?	Yes	X	No		
C1.2	Are learning outcomes/objectives specified for all subjects?	Yes	X	No		
C1.3	Are syllabuses from recognized universities examined in the process of determining syllabuses?	Yes	X	No		
C1.4	Are evaluation processes/allocation of marks for each evaluation provided in the student handbook?	Yes		No	X	
C1.5	Is there a formal process by which the department approves the syllabuses of subjects taught in this programme at the inception of the programme?	Yes	X	No		
C1.6	Is there a formal process by which the department approves the syllabuses of subjects taught each year?	Yes		No	X	
C1.7	How would you rate on a scale from 1 to 5 (with 5 being the best) the departmental staff's involvement in running and monitoring this programme?	1	2	3	4	X

C1.8	What are your suggestions for greater departmental involvement?				
C2	Programme Review				
C2.1	Is there a formal process for reviewing academic standards of the programme regularly at department level?	Yes	X	No	
C2.2	Is there a formal process for reviewing operational aspects of programme regularly at department level?	Yes	X	No	
C2.3	Are internal peer review processes within the university adopted for evaluating this programme?	Yes		No	X
C2.4	Are external review processes s adopted for evaluating this programme?	Yes		No	X
D	Assessment procedures				
D1	Examinations				
D1.1	Does this programme have continuous assessment?	Yes	X	No	
D1.2	If yes, what percentage of marks is allocated to the final examination?	Typically 70%, 0% or 60% very practical courses, 100% visiting course			
D1.3	What forms of evaluation does continuous evaluation involve? (can tick multiple responses)	Open book exams			
		Closed book exams			
		Individual Assignments		X	
		Group assignments		X	
		Presentations			
		Field trips			
		Research projects		X	
		Community projects			
		Practical		X	
	Other (specify)				
D1.4	Are all examination papers moderated?	Yes	X	No	
D1.5	Are all continuous evaluation exercises moderated?	Yes		No	X
D1.6	Are all final examination scripts marked by two persons?	Yes	X	No	
D1.7	What difference in total marks is considered a discrepancy that needs resolving?	>=5			
D1.8	How are discrepancies in marks between two examiners generally resolved?	Discussion among parties involved			
D1.9	Who enters examination marks prior to submission to Examinations Department?	First examiner			

D1.10	Who finalizes examination marks prior to submission to Examinations Department?	Second examiner			
D1.11	On whose computer is information regarding results stored?	First examiner and/or examination branch			
D1.12	Where are hard copies of mark sheets stored?	Examination branch			
D1.13	What precautions are taken to safeguard soft and hard copies of marks?	Stored under the supervision of SAR Exams			
D1.14	Are formal deadlines set for completing the marking of examination scripts and continuous assessments?	Yes	X	No	
D1.15	What is the stipulated duration for release of results?	2 months, but not enforced and hence takes many more months			
D2	Research Reports/Dissertations				
D2.1	Are all dissertations/research reports supervised?	Yes	X	No	
D2.2	What is time duration for the following (specify in months) – Project is one year and includes literature review , system design and implementation. Students may manage their time.	Research component		3 months	
		Internship report (IR)			
		Project report (PR)			
		Extended essay (EE)			
		Dissertation (D)		3 months	
		Thesis (T)			
		Design & Implementation		6 months	
D2.3	Specify minimum/maximum word/page limits for the above categories of evaluation		Minimum	Maximum	
		IR			
		PR			
		EE			
		D	60 pages	160 pages	
		T			
D2.4	Does the list of research topics and supervisors have to be approved by the faculty?	Yes		No	X
D2.5	Are all dissertations/research reports examined by two persons?	Yes	X	No	
D2.6	Is there viva voce examination for dissertation/thesis?	Yes	X	No	
D3	Industrial Placement/Internship				
D3.1	Does the postgraduate programme involve industrial placement/internship	Yes		No	X
D3.2	If yes, are the criteria relating to industrial placement/ internship recorded in the programme by-laws?	Yes		No	
D3.3	Is the assessment method for internship/industrial	Yes		No	

	placement given to the students prior to their placement?				
D3.4	Marks allocation by internship supervisor/organization (marks allocated and process)				
D4	Results				
D4.1	Are the criteria for passing/merit/distinction passes listed in any document provided to students?	Yes	X	No	
D4.2	What is the pass mark for this programme?	GPA 2.0 from 50 credits plus pass project			
D4.3	What are the criteria for achieving a distinction in a specific module this programme?	A+ >= 90, A >= 80, A- >= 75			
D4.4	What are the criteria for achieving a distinction pass in the overall programme?	GPA 3.25			
D4.5	How many students achieved a distinction pass in the last examination?	First batch with distinction pass to be graduated in 2010			
E5	Scholarships and Awards				
E5.1	Who makes decisions regarding which student to nominate for scholarships/gold medals/awards in your department?	Examination board			
F	Recruitment, Reward and Development of teaching staff				
F1	Recruitment				
F1.1	Are teachers recruited from outside the university to teach on this programme?	Yes	X	No	
F1.2	If yes, do these visiting lecturers need to hold specific qualifications?	Yes		No	X
F1.3	Is this programme jointly taught with other faculties?	Yes		No	X
F1.4	Is this programme jointly taught with other academic/professional bodies?	Yes		No	X
F1.5	Does the list of lecturers for each course in the programme have to gain departmental approval?	Yes	X	No	
F1.6	Does the list of lecturers for each course in the programme have to gain faculty approval?	Yes	X	No	
F1.7	Is Senate approval needed for courses to be jointly taught with different academic organizations?	Yes		No	
F2	Reward				
F2.1	Are payments for visiting staff approved by Faculty?	Yes	X	No	
F2.2	Is workload of internal staff determined by the department taking into account their contribution to	Yes		No	X

	postgraduate teaching/supervision?				
E2.3	Are faculty staff paid for administrative activities relating to this postgraduate programme?	Yes	X	No	
F3	Development of Teaching Staff				
F3.1	Are regular efforts made to upgrade the teaching capabilities of staff in relation to postgraduate teaching?	Yes	X	No	
F3.2	Does the Staff Development Centre at the university contribute to improving teaching at postgraduate level such as in this programme?	Yes	X	No	
F3.3	Are methods such as industrial placements, secondments used to develop staff knowledge and application of academic skills as relevant to this programme?	Yes	X	No	
G	Feedback and verification mechanisms				
G1.1	Are student feedback forms used as a regular feature in assessing the programme?	Yes	X	No	
G1.2	Is there a meeting at the end of each semester/year of the programme to gain student evaluation of the programme?	Yes		No	X
G1.3	Does the department have any other regular process by which it gains feedback on the programme?	Yes	X	No	
G1.4	Please specify what these processes are?	Monitored by the course coordinator			
G1.5	Is attendance of the programme monitored on a daily basis?	Yes	X	No	
H	Any other issue you would like to raise regarding this programme, such as its strengths, weaknesses etc.	Students too busy with office work and do not allocate adequate time for continuous assessments			

Please involve Course coordinators in filling out this questionnaire.

Name of Course: Master of Information Technology

Type of Course: **Students may opt for a PG Diploma after one year of course work. This course has specialized streams (subject combinations) during the second year. Web site:**

http://www.ucsc.cmb.ac.lk/wiki/images/3/31/Broacher_MIT_2009.pdf

	Please tick as appropriate
Postgraduate Diploma/certificate	
Postgraduate Diploma leading to Masters	
Masters by coursework	X
Masters by thesis/research	
Research degree (MPhil/PhD)	
MD	
Other (please specify)	

Duration:

	Please fill out as appropriate
Duration of any Course Work programme	2 years
Research degree - minimum registration period	
Research degree - maximum registration period	

		Tick appropriate box/fill cage			
A	Entry				
A1	Minimum Entry Criteria				
A1.1	Undergraduate degree is essential	Yes		No	X
A1.2	Undergraduate degree in the same/related discipline is essential	Yes		No	X
A1.3	Undergraduate degree with a class is essential	Yes		No	X
A1.4	If yes, what is this class (1 st , 2-1 or 2-2)				
A1.5	Professional qualifications equivalent to undergraduate degrees are accepted.	Yes	X	No	
A1.6	The professional qualifications so accepted are listed in the bye-laws of the programme	Yes		No	X
A1.7	Professional qualifications so accepted are ratified by the Higher Degrees Board at the point of admission.	Yes	X	No	
A1.8	Is a pre-determined period of experience essential in applying for the programme?	Yes	X	No	
A1.9	Are any students admitted entirely on their work experience?	Yes	X	No	
A1.10	If yes, what is the time duration stipulated (in years)?	They have to possess professional			

		membership which ask for minimum of 9 years experience and holding responsible positions			
A1.11	For MPhil/PhD degrees, is the minimum requirement a Masters degree?	Yes		No	
A1.12	Can students register for an MPhil/PhD directly only if they have a first class?	Yes		No	
A1.13	Is work experience taken into consideration when selecting students for an MPhil/PhD?	Yes		No	
A1.14	Have the minimum entry requirements changed since the inception of the programme?	Yes		No	
A1.15	If yes, mention change and reason for change				
A2	Admission Process				
A2.1	Is admission to the programme based only on	Admission test			
		Interview			
		Admission test and interview			X
		Other criteria/ Procedures (please specify)			
A2.2	Type of admission test	MCQ			X
		Structured examination			
		Quiz			
		Other (specify)			
A3	Admission Policy				
A3.1	Is there a department-wise policy regarding selection procedures for postgraduate programmes?	Yes		No	
A3.2	Is there a faculty-wise policy regarding selection procedures for postgraduate programmes?	Yes	X	No	Don't Know
A3.3	If the response is no, why do you think it is so in your department/faculty?				
A3.4	On a scale of 1 to 5 (with 5 being the best fit) how would you rate the appropriateness of the entry criteria and selection process in terms of national needs?	1	2	3	4 X
A3.5	Are there a fixed number of students selected for the programme each year?	Yes	X	No	
A3.6	Would you say the number of students applying for the programme each year shows a rising trend?	Yes	X	No	

A3.7	Is the number of students admitted to the programme linked to the number of applicants?	Yes		No	X	
A3.8	In your opinion, on a scale of 1 to 5 (with 5 being perfect) how does the number of students being enrolled on this programme compare with national needs?	1	X	3	4	5
B	Programme design and approval					
B1	Programme Design					
B1.1	Who initiated the programme?	Head of the Department				
		Other staff member				
		Group of staff members			X	
		Faculty advocated it				
		Industry advocated it				
B1.2	On a scale of 1 to 5 (with 5 being the best) how would you rate the involvement of department staff in programme design?	1	2	3	4	X
B1.3	Were industry views sought in programme design?	Yes	X	No		
B1.4	Were the views of professional bodies or Associations sought in programme design?	Yes	X	No		
B2	Programme Approval					
B2.1	Is there any formal mechanism for approving the programme at departmental/board of study level before submitting for higher degrees/faculty board approval?	Yes	X	No		
C	Programme/subject monitoring and Review					
C1	Programme/subject monitoring					
C1.1	Are learning outcomes/objectives specified for the course as a whole?	Yes	X	No		
C1.2	Are learning outcomes/objectives specified for all subjects?	Yes	X	No		
C1.3	Are syllabuses from recognized universities examined in the process of determining syllabuses?	Yes	X	No		
C1.4	Are evaluation processes/allocation of marks for each evaluation provided in the student handbook?	Yes		No	X	
C1.5	Is there a formal process by which the department approves the syllabuses of subjects taught in this programme at the inception of the programme?	Yes	X	No		
C1.6	Is there a formal process by which the department approves the syllabuses of subjects taught each year?	Yes		No	X	

C1.7	How would you rate on a scale from 1 to 5 (with 5 being the best) the departmental staff's involvement in running and monitoring this programme?	1	2	3	4	X
C1.8	What are your suggestions for greater departmental involvement?					
C2	Programme Review					
C2.1	Is there a formal process for reviewing academic standards of the programme regularly at department level?	Yes	X	No		
C2.2	Is there a formal process for reviewing operational aspects of programme regularly at department level?	Yes	X	No		
C2.3	Are internal peer review processes within the university adopted for evaluating this programme?	Yes		No	X	
C2.4	Are external review processes s adopted for evaluating this programme?	Yes		No	X	
D	Assessment procedures					
D1	Examinations					
D1.1	Does this programme have continuous assessment?	Yes	X	No		
D1.2	If yes, what percentage of marks is allocated to the final examination?	Typically 70%, 0%-60% very practical courses				
D1.3	What forms of evaluation does continuous evaluation involve? (can tick multiple responses)	Open book exams				
		Closed book exams				
		Individual Assignments			X	
		Group assignments			X	
		Presentations				
		Field trips				
		Research projects			X	
		Community projects				
		Practical			X	
Other (specify)						
D1.4	Are all examination papers moderated?	Yes	X	No		
D1.5	Are all continuous evaluation exercises moderated?	Yes		No	X	
D1.6	Are all final examination scripts marked by two persons?	Yes	X	No		
D1.7	What difference in total marks is considered a discrepancy that needs resolving?	>=5				
D1.8	How are discrepancies in marks between two	Discussion among parties involved				

	examiners generally resolved?				
D1.9	Who enters examination marks prior to submission to Examinations Department?	First examiner			
D1.10	Who finalizes examination marks prior to submission to Examinations Department?	Second examiner			
D1.11	On whose computer is information regarding results stored?	First examiner and/or examination branch			
D1.12	Where are hard copies of mark sheets stored?	Examination branch			
D1.13	What precautions are taken to safeguard soft and hard copies of marks?	Stored under the supervision of SAR Exams			
D1.14	Are formal deadlines set for completing the marking of examination scripts and continuous assessments?	Yes	X	No	
D1.15	What is the stipulated duration for release of results?	2 months, but not enforced and hence takes many more months			
D2	Research Reports/Dissertations				
D2.1	Are all dissertations/research reports supervised?	Yes	X	No	
D2.2	What is time duration for the following (specify in months) – Project is one year and includes literature review, system design and implementation. Students may manage their time.	Research component		3 months	
		Internship report (IR)			
		Project report (PR)			
		Extended essay (EE)			
		Dissertation (D)		3 months	
		Thesis (T)			
		Design & Implementation		6 months	
D2.3	Specify minimum/maximum word/page limits for the above categories of evaluation		Minimum		Maximum
		IR			
		PR			
		EE			
		D	60 pages		160 pages
		T			
D2.4	Does the list of research topics and supervisors have to be approved by the faculty?	Yes		No	X
D2.5	Are all dissertations/research reports examined by two persons?	Yes	X	No	
D2.6	Is there viva voce examination for dissertation/thesis?	Yes	X	No	
D3	Industrial Placement/Internship				
D3.1	Does the postgraduate programme involve industrial placement/internship	Yes		No	X
D3.2	If yes, are the criteria relating to industrial	Yes		No	

	placement/ internship recorded in the programme by-laws?				
D3.3	Is the assessment method for internship/industrial placement given to the students prior to their placement?	Yes		No	
D3.4	Marks allocation by internship supervisor/organization (marks allocated and process)				
D4	Results				
D4.1	Are the criteria for passing/merit/distinction passes listed in any document provided to students?	Yes	X	No	
D4.2	What is the pass mark for this programme?	GPA 2.0 from 50 credits plus pass project			
D4.3	What are the criteria for achieving a distinction in a specific module this programme?	A+ >= 90, A >= 80, A- >= 75			
D4.4	What are the criteria for achieving a distinction pass in the overall programme?	GPA 3.25			
D4.5	How many students achieved a distinction pass in the last examination?	First batch with distinction pass to be graduated in 2010			
E5	Scholarships and Awards				
E5.1	Who makes decisions regarding which student to nominate for scholarships/gold medals/awards in your department?	Examination board			
F	Recruitment, Reward and Development of teaching staff				
F1	Recruitment				
F1.1	Are teachers recruited from outside the university to teach on this programme?	Yes	X	No	
F1.2	If yes, do these visiting lecturers need to hold specific qualifications?	Yes		No	X
F1.3	Is this programme jointly taught with other faculties?	Yes		No	X
F1.4	Is this programme jointly taught with other academic/professional bodies?	Yes		No	X
F1.5	Does the list of lecturers for each course in the programme have to gain departmental approval?	Yes	X	No	
F1.6	Does the list of lecturers for each course in the programme have to gain faculty approval?	Yes	X	No	
F1.7	Is Senate approval needed for courses to be jointly taught with different academic organizations?	Yes		No	
F2	Reward				

F2.1	Are payments for visiting staff approved by Faculty?	Yes	X	No	
F2.2	Is workload of internal staff determined by the department taking into account their contribution to postgraduate teaching/supervision?	Yes		No	X
E2.3	Are faculty staff paid for administrative activities relating to this postgraduate programme?	Yes	X	No	
F3	Development of Teaching Staff				
F3.1	Are regular efforts made to upgrade the teaching capabilities of staff in relation to postgraduate teaching?	Yes	X	No	
F3.2	Does the Staff Development Centre at the university contribute to improving teaching at postgraduate level such as in this programme?	Yes	X	No	
F3.3	Are methods such as industrial placements, secondments used to develop staff knowledge and application of academic skills as relevant to this programme?	Yes	X	No	
G	Feedback and verification mechanisms				
G1.1	Are student feedback forms used as a regular feature in assessing the programme?	Yes	X	No	
G1.2	Is there a meeting at the end of each semester/year of the programme to gain student evaluation of the programme?	Yes		No	X
G1.3	Does the department have any other regular process by which it gains feedback on the programme?	Yes	X	No	
G1.4	Please specify what these processes are?	Monitored by the course coordinator			
G1.5	Is attendance of the programme monitored on a daily basis?	Yes	X	No	
H	Any other issue you would like to raise regarding this programme, such as its strengths, weaknesses etc.	Students too busy with office work and do not allocate adequate time for continuous assessments			

PG

Please involve Course coordinators in filling out this questionnaire.

Name of Course: Master/Doctor of Philosophy

Type of Course:

	Please tick as appropriate
Postgraduate Diploma/certificate	
Postgraduate Diploma leading to Masters	
Masters by coursework	
Masters by thesis/research	
Research degree (MPhil/PhD)	X
MD	
Other (please specify)	

Duration:

	Please fill out as appropriate
Duration of any Course Work programme	
Research degree - minimum registration period	2 years full time; 3 years part time
Research degree - maximum registration period	7 years full time; 9 years part time

		Tick appropriate box/fill cage			
A	Entry				
A1	Minimum Entry Criteria				
A1.1	Undergraduate degree is essential	Yes		No	X
A1.2	Undergraduate degree in the same/related discipline is essential	Yes	X	No	
A1.3	Undergraduate degree with a class is essential	Yes		No	X
A1.4	If yes, what is this class (1 st , 2-1 or 2-2)				
A1.5	Professional qualifications equivalent to undergraduate degrees are accepted.	Yes	X	No	
A1.6	The professional qualifications so accepted are listed in the bye-laws of the programme	Yes		No	X
A1.7	Professional qualifications so accepted are ratified by the Higher Degrees Board at the point of admission.	Yes	X	No	
A1.8	Is a pre-determined period of experience essential in applying for the programme?	Yes		No	X
A1.9	Are any students admitted entirely on their work experience?	Yes		No	X
A1.10	If yes, what is the time duration stipulated (in years)?				
A1.11	For MPhil/PhD degrees, is the minimum requirement a Masters degree?	Yes	X	No	

A1.12	Can students register for an MPhil/PhD directly only if they have a first class?	Yes	X	No	
A1.13	Is work experience taken into consideration when selecting students for an MPhil/PhD?	Yes		No	X
A1.14	Have the minimum entry requirements changed since the inception of the programme?	Yes		No	X
A1.15	If yes, mention change and reason for change				
A2	Admission Process				
A2.1	Is admission to the programme based only on – for those without special degree classes	Admission test			X
		Interview			
		Admission test and interview			
		Other criteria/ Procedures (please specify)			
A2.2	Type of admission test	MCQ			
		Structured examination			X
		Quiz			
		Other (specify)			
A3	Admission Policy				
A3.1	Is there a department-wise policy regarding selection procedures for postgraduate programmes?	Yes		No	
A3.2	Is there a faculty-wise policy regarding selection procedures for postgraduate programmes?	Yes	X	No	Don't Know
A3.3	If the response is no, why do you think it is so in your department/faculty?				
A3.4	On a scale of 1 to 5 (with 5 being the best fit) how would you rate the appropriateness of the entry criteria and selection process in terms of national needs?	1	2	3	X 5
A3.5	Are there a fixed number of students selected for the programme each year?	Yes		No	X
A3.6	Would you say the number of students applying for the programme each year shows a rising trend?	Yes	X	No	
A3.7	Is the number of students admitted to the programme linked to the number of applicants?	Yes	X	No	
A3.8	In your opinion, on a scale of 1 to 5 (with 5 being perfect) how does the number of students being enrolled on this programme compare with national	1	2	X	4 5

	needs?					
B	Programme design and approval					
B1	Programme Design					
B1.1	Who initiated the programme?	Head of the Department				
		Other staff member				
		Group of staff members			X	
		Faculty advocated it				
		Industry advocated it				
B1.2	On a scale of 1 to 5 (with 5 being the best) how would you rate the involvement of department staff in programme design?	1	2	X	4	5
B1.3	Were industry views sought in programme design?	Yes			No	X
B1.4	Were the views of professional bodies or Associations sought in programme design?	Yes			No	X
B2	Programme Approval					
B2.1	Is there any formal mechanism for approving the programme at departmental/board of study level before submitting for higher degrees/faculty board approval?	Yes	X		No	
C	Programme/subject monitoring and Review					
C1	Programme/subject monitoring					
C1.1	Are learning outcomes/objectives specified for the course as a whole?	Yes			No	N/A
C1.2	Are learning outcomes/objectives specified for all subjects?	Yes			No	N/A
C1.3	Are syllabuses from recognized universities examined in the process of determining syllabuses?	Yes			No	N/A
C1.4	Are evaluation processes/allocation of marks for each evaluation provided in the student handbook?	Yes			No	X
C1.5	Is there a formal process by which the department approves the syllabuses of subjects taught in this programme at the inception of the programme?	Yes			No	N/A
C1.6	Is there a formal process by which the department approves the syllabuses of subjects taught each year?	Yes			No	N/A
C1.7	How would you rate on a scale from 1 to 5 (with 5 being the best) the departmental staff's involvement in running and monitoring this programme?	1	2	X	4	5
C1.8	What are your suggestions for greater departmental involvement?	Time spent to be considered for the work load				

C2	Programme Review				
C2.1	Is there a formal process for reviewing academic standards of the programme regularly at department level?	Yes	X	No	
C2.2	Is there a formal process for reviewing operational aspects of programme regularly at department level?	Yes	X	No	
C2.3	Are internal peer review processes within the university adopted for evaluating this programme?	Yes		No	X
C2.4	Are external review processes s adopted for evaluating this programme?	Yes		No	X
D	Assessment procedures				
D1	Examinations	Students may take courses offered for other programmes to fulfil the credits requirement in addition to their research. These courses are determined by the supervisor.			
D1.1	Does this programme have continuous assessment?	Yes		No	N/A
D1.2	If yes, what percentage of marks is allocated to the final examination?				
D1.3	What forms of evaluation does continuous evaluation involve? (can tick multiple responses)	Open book exams			
		Closed book exams			
		Individual Assignments			
		Group assignments			
		Presentations			
		Field trips			
		Research projects			
		Community projects			
		Practical			
		Other (specify)			
D1.4	Are all examination papers moderated?	Yes		No	
D1.5	Are all continuous evaluation exercises moderated?	Yes		No	
D1.6	Are all final examination scripts marked by two persons?	Yes		No	
D1.7	What difference in total marks is considered a discrepancy that needs resolving?				
D1.8	How are discrepancies in marks between two examiners generally resolved?				
D1.9	Who enters examination marks prior to submission to Examinations Department?				

D1.10	Who finalizes examination marks prior to submission to Examinations Department?				
D1.11	On whose computer is information regarding results stored?				
D1.12	Where are hard copies of mark sheets stored?				
D1.13	What precautions are taken to safeguard soft and hard copies of marks?				
D1.14	Are formal deadlines set for completing the marking of examination scripts and continuous assessments?	Yes		No	
D1.15	What is the stipulated duration for release of results?				
D2	Research Reports/Dissertations				
D2.1	Are all dissertations/research reports supervised?	Yes	X	No	
D2.2	What is time duration for the following (specify in months) – Students may manage their time. Research has to be published in accepted journals/conferences. Part time duration will be 1.5 times more. This duration is for MPhil. PhD will need 2 more years minimum.	Research component		18 months	
		Internship report (IR)			
		Project report (PR)			
		Extended essay (EE)			
		Dissertation (D)			
		Thesis (T)		6 months	
D2.3	Specify minimum/maximum word/page limits for the above categories of evaluation		Minimum		Maximum
		IR			
		PR			
		EE			
		D			
		T	Not defined		
D2.4	Does the list of research topics and supervisors have to be approved by the faculty?	Yes	X	No	
D2.5	Are all dissertations/research reports examined by two persons?	Yes	X	No	
D2.6	Is there viva voce examination for dissertation/thesis?	Yes	X	No	
D3	Industrial Placement/Internship				
D3.1	Does the postgraduate programme involve industrial placement/internship	Yes		No	X
D3.2	If yes, are the criteria relating to industrial placement/ internship recorded in the programme by-laws?	Yes		No	
D3.3	Is the assessment method for internship/industrial placement given to the students prior to their placement?	Yes		No	

D3.4	Marks allocation by internship supervisor/organization (marks allocated and process)				
D4	Results				
D4.1	Are the criteria for passing/merit/distinction passes listed in any document provided to students?	Yes		No	X
D4.2	What is the pass mark for this programme?	Obtained required credits, Recommended by examiners & thesis			
D4.3	What are the criteria for achieving a distinction in a specific module this programme?	N/A			
D4.4	What are the criteria for achieving a distinction pass in the overall programme?	N/A			
D4.5	How many students achieved a distinction pass in the last examination?	N/A			
E5	Scholarships and Awards				
E5.1	Who makes decisions regarding which student to nominate for scholarships/gold medals/awards in your department?	Scholarships by Board of studies higher degrees as recommended by appointed committee			
F	Recruitment, Reward and Development of teaching staff				
F1	Recruitment				
F1.1	Are teachers recruited from outside the university to teach on this programme?	Yes		No	
F1.2	If yes, do these visiting lecturers need to hold specific qualifications?	Yes		No	
F1.3	Is this programme jointly taught with other faculties?	Yes		No	
F1.4	Is this programme jointly taught with other academic/professional bodies?	Yes		No	
F1.5	Does the list of lecturers for each course in the programme have to gain departmental approval?	Yes		No	
F1.6	Does the list of lecturers for each course in the programme have to gain faculty approval?	Yes		No	
F1.7	Is Senate approval needed for courses to be jointly taught with different academic organizations?	Yes		No	
F2	Reward				
F2.1	Are payments for visiting staff approved by Faculty?	Yes		No	
F2.2	Is workload of internal staff determined by the department taking into account their contribution to postgraduate teaching/supervision?	Yes		No	X
E2.3	Are faculty staff paid for administrative activities	Yes	X	No	

	relating to this postgraduate programme?				
F3	Development of Teaching Staff				
F3.1	Are regular efforts made to upgrade the teaching capabilities of staff in relation to postgraduate teaching?	Yes	X	No	
F3.2	Does the Staff Development Centre at the university contribute to improving teaching at postgraduate level such as in this programme?	Yes	X	No	
F3.3	Are methods such as industrial placements, secondments used to develop staff knowledge and application of academic skills as relevant to this programme?	Yes	X	No	
G	Feedback and verification mechanisms				
G1.1	Are student feedback forms used as a regular feature in assessing the programme?	Yes		No	X
G1.2	Is there a meeting at the end of each semester/year of the programme to gain student evaluation of the programme?	Yes		No	X
G1.3	Does the department have any other regular process by which it gains feedback on the programme?	Yes	X	No	
G1.4	Please specify what these processes are?	Monitored by the supervisors			
G1.5	Is attendance of the programme monitored on a daily basis?	Yes		No	X
H	Any other issue you would like to raise regarding this programme, such as its strengths, weaknesses etc.				

UNIVERSITY OF COLOMBO: INSTITUTIONAL QUALITY ASSURANCE REVIEW

THIS QUESTIONNAIRE IS TO BE FILLED BY THE DEPARTMENTAL NOMINEES FOR THE INSTITUTIONAL QUALITY ASSURANCE REVIEW PROGRAMME.

EACH QUESTIONNAIRE HAS SEVERAL SUBSECTIONS.

ALL SECTIONS MUST BE FILLED ELECTRONICALLY.

PLEASE RENAME THIS QUESTIONNAIRE BASED ON YOUR DEPARTMENT NAME, AS FOLLOWS:

QA_DEPT_*DEPARTMENT NAME*

I.E., IF THE DEPARTMENT IS CLINICAL MEDICINE THE TITLE OF THE FILE WILL BE

QA_DEPT_CLINICALMEDICINE

ONCE THE QUESTIONNAIRE IS COMPLETED, KINDLY EMAIL IT BACK TO

QA.COLOMBO@GMAIL.COM

DEADLINE FOR COMPLETION OF THE QUESTIONNAIRE: 31ST AUGUST 2009

PLEASE CONTACT DR. CHANAKA SOLANGAARACHCHI, DEMONSTRATOR, QA PROGRAMME, BY EMAIL ON QA.COLOMBO@GMAIL.COM OR BY PHONE 0772847214 IF YOU HAVE ANY QUERIES. IN ADDITION, EACH SUB-SECTION WILL HAVE A DOMAIN COORDINATOR – HIS OR HER CONTACT DETAILS WILL BE INDICATED AT THE START OF EACH SUBSECTION. IN CASE OF QUERIES SPECIFIC TO EACH SUBSECTION KINDLY CONTACT THE RELEVANT DOMAIN COORDINATOR.

WE LOOK FORWARD TO YOUR KIND COOPERATION IN THIS IMPORTANT ACTIVITY.

DR. SENAKA RAJAPAKSE, COORDINATOR, INSTITUTIONAL QUALITY ASSURANCE REVIEW

DETAILS OF PERSON FILLING THIS QUESTIONNAIRE

NAME: DR. GIHAN WIKRAMANAYAKE
DEPARTMENT: UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING
EMAIL: GNW@UCSC.CMB.AC.LK
PHONE: 0112158945, 0777872638
HEAD/DIRECTOR CONTACT NUMBER: 0112158950

DOMAIN 6: LEARNING RESOURCES AND STUDENT SUPPORT

- a. Learning support - Learning Infrastructure Development of library and information services, Information strategy

DOMAIN COORDINATOR: Dr. Manjula Vithanapathirana, Faculty of Education, University of Colombo. Email: mvibhasini@hotmail.com

Instructions: This questionnaire has two sections. Section 1 – Library, Section 2- It strategy for learning support. If some aspects are not relevant please indicate or leave blank. If you have any additional information on these aspects please feel free to indicate as attachments. If you face any difficulties please don't hesitate to email me at mvibhasini@hotmail.com . All information collected will be used only for the purpose of Institutional Review.

Section I: Library

- Does your department have a library: Yes ~~No~~
(If yes, answer the Section 1.1, If No, go to Section 1.2)

Section 1.1

1. Users (numbers)	2007	2008	2009
Undergraduates	607	754	835
Postgraduates	126	261	261
Staff	60	70	70
Other	6	9	9

2. Availability of Library Catalogue	Yes	No
Card Catalogue		X
Online catalogue	X	

4. Collections	Available to cater to the requests (consider only the relevant items)
Books	
. Lending stock	5,500
. Reference stock	1,500
Journals (Number of titles) subscribed for	--
Journal (back volumes)	05
Thesis / Dissertations	MSC 310, CSS 500, BIT 240, MPhil 1
Newspaper and Magazine section	Newspaper 5, Magazines 6
Periodical	--
Local studies	--
Bibliographies	--
Curriculum Collection	02
Special Collections (pl. name and give details)	--

Electronic resources	
Online journal subscriptions	Two digital libraries (IEEE and ACM) on individual basic (by some academic staff)
CD Rom data bases (specify)	--
E book collection	100
Teaching Videos /CDs	08
Other (pl specify)	

5. User Support services	Available
Help desk inquiries facilities	X
Day long Library service hours 9am to 6pm	X
ICT for teaching and learning	
Staff training for user support	X
User Education programmes	X
User support services for users with special needs (disabled etc)	
Strategies to obtain feedback on user satisfaction on the user support services – as needed	X

6. Basic Statistics in the Library Operations

Average number per day	Number Peak Period	Comments (on the demand of the service utilized)
readers visited	200	
documents consulted	50	
home lending	80	
quarries attended	20	
photocopy exposures daily	200	10 on non-peak days
documents received through Inter Library Loans	--	Only 1 done so far
documents sent through Inter Library Loans	--	

7. Library Management towards learning support	Please indicate briefly
How are user needs channeled to support the library management committee	Through Library committee at UCSC
How would the all user needs be accommodated in library management (equal opportunity basis /prioritizing etc..)	All user needs are addressed, except for space related issues
What strategies are adopted to assess the growing needs in order to maintain the level of satisfaction of all current users	All services requested by users are addressed using the procedures laid out
How is the feedback taken into management decision making	Either through the Library committee or through the academic member who is in charge of looking into library needs

Section 1.2 (if you do not have a departmental library please fill this section)

- Are there any other mechanisms through which the needs of the learners for library services are fulfilled? Yes / No.

If yes, please specify.....

Section 2: IT support for Learning

1. Availability of learning support through IT strategy in the department

IT Infrastructural facilities for learning support	Available for the demand (for over 75% of students)	Available for around 50% of students	Available for around 25% of students	Not available
Computer labs for undergraduates	Yes			
Computer labs for postgraduate students	Yes			
Computer lab access for learners with special needs	Yes			
Software	Yes			
Internet facilities for students	Yes			
Multimedia for all lecture halls	Yes			
Link to library webpage	Yes			
Obtaining printouts	Yes			

2. Have you assessed the learner satisfaction levels on the IT infrastructural support extended? **Yes/~~No~~**

If yes, please explain how satisfied the learners are on the IT infrastructural support extended for learning. (Please attach any sources of evidence)

Internal undergraduates and Master's students to dedicated labs with internet access (a computer per 2-3 students). Satisfaction is maintained either giving extended lab hours (7-8 pm on weekdays and weekend access). Dedicated lab administrators and instructors look into all needs. For external undergraduates support is provided via access to online learning material and course information.

3. Are the levels of satisfaction of users incorporated in the re-planning process? **Yes /~~No~~**
If yes, how?

Typical issues are low bandwidth, viruses. Through lab policies and guidelines, implementation of firewalls and limiting admin rights for students most issues are controlled. Also separate servers are allocated for undergraduate, postgraduate and external candidates so that the workload of servers is distributed. Learning material is specially design to use less bandwidth, e.g. using flash objects. Access to learning material and submitting assignments can be done via mobile phones so that students do not have to wait for availability of computers.

If No, give any challenges encountered in this regard.

.....

4. Learning Management Systems

Are there any courses offered via portal by your dept.? **Yes /~~No~~**

If yes, indicate specifically.

BIT external degree is fully online with only online facilitators interacting with the students. Undergraduate and postgraduate courses are blended learning and the extent of online use depends on the lecturer. There are a small number of courses with very high use of online learning. All UCSC courses do have a course page with the curriculum, learning objectives and reference material.

5. Are the following facilities available via portal:

Accessing other websites relevant to the course	Yes	No
Downloading some course material/assignments	Yes	No
Submission of Assignments	Yes	No
Reading class announcements	Yes	No
Doing Tests	Yes	No
Discussion with Instructors	Yes	No
Discussion with other students	Yes	No
Help line	Yes	No
Other (please specify here)	Yes	No

6. Are the monitoring mechanisms on learning support systems in place? **Yes** /~~No~~

How satisfied are the students according to feedback obtained?

Over 75 % are highly satisfied /~~over 5 Average / Not much satisfied~~

(Please attach evidence)

Feedback is obtained via facilitators, teaching assistants and LMS administrators. Students are provided with online forums where feedback is given within a day or two and technical help line using telephone where most issues are resolved immediately.

7. Is there a staff training strategy for IT? **Yes** /~~No~~

8. Information systems for Administrative support for learning

Equipment	Available for the staff needs	Available for around 50% of the staff needs	Not Available for at least 25% of the staff needs
Computers for academic staff	Yes		
Computers for administrative staff	Yes		
Desktop publishing	Yes		
Internet	Yes		
Intranet			Yes
Databases		Yes	
Accounting/other special software	Yes		

9. Please give recommendations to improve IT support for learning in your dept.

UCSC is an IT department

Please return the filled document to QA.colombo@gmail.com

UNIVERSITY OF COLOMBO: INSTITUTIONAL QUALITY ASSURANCE REVIEW

THIS QUESTIONNAIRE IS TO BE FILLED BY THE DEPARTMENTAL NOMINEES FOR THE INSTITUTIONAL QUALITY ASSURANCE REVIEW PROGRAMME.

EACH QUESTIONNAIRE HAS SEVERAL SUBSECTIONS.

ALL SECTIONS MUST BE FILLED ELECTRONICALLY.

PLEASE RENAME THIS QUESTIONNAIRE BASED ON YOUR DEPARTMENT NAME, AS FOLLOWS:

QA_DEPT_*DEPARTMENT NAME*

I.E., IF THE DEPARTMENT IS CLINICAL MEDICINE THE TITLE OF THE FILE WILL BE

QA_DEPT_CLINICALMEDICINE

ONCE THE QUESTIONNAIRE IS COMPLETED, KINDLY EMAIL IT BACK TO

QA.COLOMBO@GMAIL.COM

DEADLINE FOR COMPLETION OF THE QUESTIONNAIRE: 31ST AUGUST 2009

PLEASE CONTACT DR. CHANAKA SOLANGAARACHCHI, DEMONSTRATOR, QA PROGRAMME, BY EMAIL ON QA.COLOMBO@GMAIL.COM OR BY PHONE 0772847214 IF YOU HAVE ANY QUERIES. IN ADDITION, EACH SUB-SECTION WILL HAVE A DOMAIN COORDINATOR – HIS OR HER CONTACT DETAILS WILL BE INDICATED AT THE START OF EACH SUBSECTION. IN CASE OF QUERIES SPECIFIC TO EACH SUBSECTION KINDLY CONTACT THE RELEVANT DOMAIN COORDINATOR.

WE LOOK FORWARD TO YOUR KIND COOPERATION IN THIS IMPORTANT ACTIVITY.

DR. SENAKA RAJAPAKSE, COORDINATOR, INSTITUTIONAL QUALITY ASSURANCE REVIEW

DETAILS OF PERSON FILLING THIS QUESTIONNAIRE

NAME: DR. GIHAN WIKRAMANAYAKE
DEPARTMENT: UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING
EMAIL: GNW@UCSC.CMB.AC.LK
PHONE: 0112158945, 0777872638
HEAD/DIRECTOR CONTACT NUMBER: 0112158950

DOMAIN 6: LEARNING RESOURCES AND STUDENT SUPPORT

- a. Student support and guidance
- b. Career guidance and preparation

DOMAIN COORDINATOR: Mrs. Jeeva Niriella, Faculty of Law, University of Colombo.

email: jeeva@law.cmb.ac.lk

Contact number: 077759741

Student Support and Guidance

Please click the correct box or /and write your comments where appropriate in the given space

- A) Do you have a system in operation for student support and guidance?

Yes ☒

No ☐

B) If yes, how long has it been in operation?

- Who are the beneficiaries of this facility?

Only undergraduate students (national)	X
Only Post graduate students (national)	
Both Undergraduates and Post Graduate students (national)	
Both undergraduate students and Postgraduate Students (International)	

- What is the percentage of student making use of this facility?

Note: In most cases students make use of guidance/advised obtained by other students and hence actual number visiting for guidance is below 25%

Above 75%	X
Above 50% - below 75%	
Above 25% -below 50%	
Below 25%	

Gender Ratio male : female	3 : 1
----------------------------	--------------

- In which areas do you provide support and guidance to the students?

i	Learning	X
ii	Counseling	X
iii	Skills development	X
iv	Financial	X
v	Support for the disable students	X
vi	Sports	X
vii.	Accommodation (help to find out temporary boarding houses)	X
viii.	Travelling (season)	X
ix.	Societies	X
x.	Any other	

- If you mark 'x' please (briefly) indicate the areas

--

- Name the societies and other bodies, help you to conduct the above said activities

Professional Development Center of UCSC
Student Union of UCSC
Computer Society of University of Colombo, Exploration club, Buddhist/Catholic Societies

- How do you provide student support and guidance? Briefly describe the existing mechanism

Through Student Counselors, Academic Coordinators, Board of Study Inter Undergraduate, Professional Development Center, Individual Staff

- How do you identify the students' needs/requirements?

One to one discussions with students (*As and when required*)
Through personal tutor system

Through student counselors
Through special centre (like student drop-in centre)
Through students' representatives
Any other

- To what extent the support and guidance you provide meet the needs of students' requirements?

100%
100% - 75%
75% - 50%
Less than 50%

- Do you get any feedback on the support that you provide? **Yes** ~~No~~
- And how often?

At the end of each semester
At the end of the academic year
Any other – briefly explain

- How do you get feedback from the students on student support and guidance?

One to one discussions with students
Through personal tutor system
Through student counselors
Through special centre (like student drop-in centre)
Through students' representatives
Any other system – pls. briefly explain

- How do you make use of this feedback to reshape the policy development and decision making process?

Taking necessary decisions at appropriate committee/board meetings

- In your opinion, whose responsibility is it to provide student support ?

University	
Faculty	X
Department	

- What category of the members of the Staff is appointed to provide this facility (support and guidance) to the students?

Academic staff	X
Trained counselors in the university	
Outside professional counselors	X
Other categories	

- If you mark 'other categories' describe who the personal are:

May seek advice if the need arises

- In what capacity do they provide their services?

Learning	X
Skills development	X
Extracurricular activities other than sports	X
Counseling	X
Financial	X
Advising	X
Sports	X
Societies	X

- Describe each in brief

Learning Directed to lectures, advice from lecturers, advice from senior students
Skill developing Guidance, arrange special programmes
Extracurricular activities other than sports Permission to be excused from lectures and use faculty facilities
Counseling Medical issues, Family issues
Financial Funding sources
Advising Career guidance, jobs
Sports Permission to be excused from lectures
Societies Start new societies, funding sources

- Do you have any system in place for coordination with other departments/faculties (across the university) in providing student support and guidance? If so briefly describe the existing system.

Yes. Participate at senior student counselor meetings and workshops

- Any other Comments/suggestions

- Name of the Representative - Department/Faculty

Dr. G.N. Wikramanayake

EXTERNAL DEGREE PROGRAMMES

Introduction - External Law degree programmes were introduced to the University through LLB Bachelors degree in Law located in Peradeniya in 1961 and was relocated to Colombo in 1965. New admissions to this LLB programme were ended in 1985 with the last set of repeat papers to be held in 2010. The Faculty of Law is currently in the process of planning to launch it again. To address the job opportunities that exist for Information & Communication Technology (ICT) graduates in Sri Lanka & overseas, the External Information Technology (IT) Degree programme leading to the award of Degree of Bachelor of Information Technology (External) – BIT was launched in 2000 by University of Colombo School of Computing (UCSC). It has become the most successful External Degree programme in Sri Lanka and has a Certificate of Commendation in the Education Planner and Administrator Category of the UNESCO ICT in Education Innovation Awards 2007-2008.

Programme design - BIT has produced qualified ICT professionals in addition to the traditional University output and has set professional standards and encourages students to obtain skills in commercial ICT applications and in the usage of necessary tools. It has enabled those who could not enter the university and those who could not do an IT degree to read for a degree in ICT due to severe competition to work towards obtaining such a degree. BIT has also given an opportunity to those non-graduates already working in ICT to obtain a formal qualification in ICT through self-study. The minimum duration of BIT is 3 academic years with no upper limit. On successful completion of course examinations in each of the three years students are awarded a Diploma in IT (DIT), a Higher Diploma in IT (HDIT) and the Degree Certificate (BIT). This allows students to secure employment to proceed to the higher levels or exist from the programme with a foundation level certification in IT and move on to other disciplines.

Students - Over 20,000 students have enrolled for the Year 1 of the BIT programme since its inception and the 10th intake is being enrolled in 2009. Only students achieving a specified academic level (1.5 GPA) are allowed to proceed to higher levels and among them some exist the programme for other disciplines. Hence only 26% and 56% of students have so far have proceeded to Year 2 and 3 respectively. Over 3,000 students have obtained DIT certification and over 600 at degree levels. Number of BIT graduates produced has already exceeded the number of graduates produced by all intakes of the internal Computer Special Degree programme.

Authorities - Authorities concerned with the BIT Programme are identical to those for the internal programme and it includes the Council and the Senate of University of Colombo, the Board of Management, the Academic Syndicate (which include representatives from the industry and professional bodies) and the Board of Study for External & Extension programmes of UCSC. BIT By-Laws defines the degree programme including entry and degree awarding criteria. All curriculum revisions, examination schedules, examiners list including qualifications of external personal, examination results and student awards are submitted for approval by all the authorities concerned. For operation purposes an External Degree Centre is set up in Colombo, but outside the University premises and it is operated with the assistance of academic and course coordinators, the Examination Branch, e-Learning Centre, Network Operating Centre and Web Master of UCSC.

Staff - The expertise of more than 20 PhD, 05 MPhil, 20 MSc and 03 MBA drawn from the University of Colombo, other Sri Lankan Universities and the ICT industry are associated with the programme. Academic, Year and Course coordinators and Subject matter experts look after the curriculum, course content, assessments, examinations and results. Staff from the Universities of Colombo, Peradeniya, Ruhuna and Jaffna is involved in running the examinations in Colombo, Kandy, Galle and Jaffna respectively. The Dubai branch of the Institute of Incorporated Engineers of Sri Lanka conducts the examinations in Dubai.

Facilities - A Virtual Learning Environment (VLE) is provided for student learning and for social networking. LMS assists the students to access interactive learning material which is focussed on

activity based learning, student manuals, teacher slides, self-evaluating quizzes and assessments. Further support is given to students by the regular TV programme telecast over TVLanka and video lectures through UCSC Internet based TV channel. Most recommended textbooks are low cost Indian editions and they too have been made available in many public libraries throughout the country in response to student requests. However, textbooks are not published by UCSC as in traditional distance education programmes.

Training Institutes - Many training institutes offer face to face classes and learning support for BIT students. Over 200 institutes had participated in this process with around 50 institutions in some academic years. UCSC does not accredit any of these institutions but have recognised their contributions for the success of the programme. Each year UCSC publish the summary of examination results for each course by institute so that the candidates can identify the available institutions and plan their learning mode. More than half the students study on their own with the help of the LMS and online/recommended material. In the last academic year 20 institutions from 9 districts conducted training and among them 05 institutions were involved in teaching for all three years. Some institutions offer full or half scholarships for BIT students particularly if they are current undergraduates following other degree programmes. UCSC conducts a meeting with all training institutes every semester and obtain their feedback and brief on future directions. Some of the Alumni have joined or formed training institutes. Although the UCSC facilitated the formation of a BIT Alumni Association it is not functioning as most graduates do not know each other.

Curriculum Design, Content and Review - All BIT courses are offered on Semester basis except for the Final Year Project which spans the entire Year with bi-weekly progress monitoring. BIT curriculum consists of a very detailed syllabus that specifies learning outcomes, time allocations, reference resources including page numbers of recommended and supplementary reading, and evaluation methods. BIT curriculum has been constantly reviewed with major revisions introduced every three years and minor modifications annually. These regular changes have helped UCSC to meet student, industry and institute needs without delays. Development of e-learning content is done by a team that include fulltime staff paid through foreign project funds. BIT offers a flexible study programme where students can sit only for courses they are prepared for and they can take any number of years to complete the programme.

Teaching and Assessment Methods - UCSC does not teach for the BIT programme, but does support student learning through their VLE. Subject matter experts from the academy and mentors from the industry are part of this VLE. The development and maintenance of the VLE is carried out by instructional designers, developers and system administrators. All courses have a pool of academics lead by a course coordinator. All Year 1 courses are of type MCQ – Multiple choice questions and all Year 2 courses are of type MCQ and structured. Final year examinations are of type structured, except for the industry based project which consists of a dissertation and a viva with a demonstration and code checking. Although submission of project proposal and progress reports are monitored UCSC does not provide individual feedback until the final evaluation. Students find their own project topics, supervisors and clients, sometimes with the assistance of the training institutes or otherwise through friends or workplace. All examination papers are moderated and scrutinised externally. Sample examination scripts are second marked with all being double checked for accuracy. All examination papers and model answers are published on the web, requesting students and teaching institutes to provide feedback. Based on feedback sometimes the model answers and marking schemes are modified. All written examinations are conducted at the same time despite use of centres outside Sri Lanka. Time to time feedback is obtained from students through questionnaires, but it is not mandatory to participate.

Admissions - Admission to the BIT programme is open for any student with 3 A/L passes. For those who do not meet this requirement an alternate entry path called Foundation in IT (FIT) is offered by UCSC. FIT aims on creating computer awareness together with skills in Mathematics and English. It consists of one year of course content but most students would have learned most of the content

during their secondary education. BIT also recognises other alternate qualifications with a minimum of one year duration. However, such students have to pass an aptitude test conducted by UCSC. All alternate paths have been approved by the Senate. Academic year always begins on 1st October and Semester examinations are held in March and August. Applications for the BIT programme are accepted online.

Financial resources and management - Annual registration fee is around Rs. 2,500/- and a student has to pay around Rs. 10,000/- to complete one full years course work. Fees for examinations are paid per chosen course and at the time of applying for the examination. Students who opt to study at training institutes usually pay around Rs. 4,000/- per course. Students usually do not have any financial issues as they are able to study while working. Despite charging such low fees BIT is full financially self managed programme with no dependency and use of government funding. UCSC has been successful in securing donor funded projects (Sida, JAICA and IDRC) that contributed directly to the development of the e-learning centre, their staff and learning resources. Course material and resources produced through BIT is shared with internal students of UCSC and income generated is used for the development of the UCSC and staff welfare. To make the involvement with the BIT programme attractive staff is paid at industry rates for their services which is higher than the UGC approved rates. Financial and administrative autonomy has helped UCSC to implement such schemes with fewer obstacles. However, work put by the staff is not recognised as part of their workload.

Conclusion - UCSC is continuing improving the VLE of BIT and always looking at ways of addressing typical distance education programme issues in high dropout rates and low pass rates. They have automated most of their processors, particularly the marking of Year 1 examination scripts. Some industry personal have indicated their preference to recruit BIT graduates than the internal three year graduates with student attitudes and skills contributing towards that.

Supporting Material

LLB

The Dept. of Law was established in Colombo at the Faculty of Arts in 1947 and was transferred to Peradeniya in 1950. External Law degree programme commenced in 1961 with one candidate and in 1965 the Dept. of Law was brought back to Colombo with 227 students. In 1967 the Dept. of Law was formed under the Faculty of Law. Students get a four year law degree, an LLB. In order to practice law these students have to obtain professional qualification, i.e. Attorneys-at-Law at the Law College and undergo a period of apprenticeship under a practicing lawyer. Students are allowed to repeat an exam up to four times however due to submission of medical students keep on doing examination for a very long period. Last examination had been held in 2008 but results are not yet released. Up to 1997 both internal and external law degrees had the same syllabus. Last LLB intake goes back as 1985 when 616 candidates were enrolled. There were few private institutions that teach these students but the university did not communication with them.

Table 1: LLB Intakes and Degree Holders

	Up to 2004	2005	2006	2007	2008	2009	TOTAL
LLB Intake	N/A	--	--	--	--	--	N/A
LLB Graduates	N/A	14	--	--	Not released	--	N/A
Sat Examinations		171	--	--	153	--	

BIT

Table 2: BIT Intake and Certificate Holders

	Up to 2004	2005	2006	2007	2008	2009	TOTAL	%
Year 1 Intake	12,713	1,695	1,516	1,195	1,558	1,395	20,072	
DIT Certificates	1,638	259	346	532	604	**	3,379	18%
Year 2 Intake	1,810	677	440	485	781	709	4,902	26%
HDIT Certificates	576	181	169	138	386	**	1,450	35%
Year 3 Intake	519	433	353	276	284	486	2,351	56%
BIT Certificates	176	103	115	108	138	**	640	34%

Table 3: Internal Intakes and Degree Holders

	Up to 2004	2005	2006	2007	2008	2009	TOTAL	%
Special Intake	542	--	--	--	--	--	542	--
Special Graduates	529	--	--	--	--	--	529	97%
CS Intake	234	158	157	160	148	**	857	--
CS Graduates 3 Year	--	--	93	99	96	**	288	
CS 4 Year Intake	--	--	--			**		--
CS Graduates 4 Year	--	--	--	10	37	**	47	
ICT Intake	--	75	77	79	83	**	314	--
ICT Graduates 3 Year	--	--	--	--	52	**	52	95%
ICT 4 Year Intake	--	--	--	--	--	**		--
ICT Graduates 4 Year	--	--	--	--	--	**	--	--

Table 4: 2007/08 Training Institutes

ANURADHAPURA OPENARC SCHOOL OF BUSINESS AND TECHNOLOGY, 522D Maithreepala Senanayaka Mawatha, Anuradhapura
COLOMBO *BASE 2 SCHOOL OF COMPUTING, 110, Maya Av., Col. 06 *ESOFT COMPUTER STUDIES, 158F 1/1, Galle Rd., Col. 04 FOUNDATION OF IT PROFESSIONALS, Col. 08 FOUNDATION OF IT PROFESSIONALS, 64/1, Jambugasmulla Rd., Nugegoda FOUNDATION OF IT PROFESSIONALS, Malabe Rd., Moraketiya, Pannipitiya *MATRIX INSTITUTE OF IT, 279/3 Galle Rd., Col. 04 *OPENARC COMPUTER SCHOOL, 377/B, Highlevel Rd., Nugegoda PATHE ACADEMY, 37, School Lane, Col. 03
GALLE ADVANCED TECHNICAL INSTITUTE, Akmeemana THE GOLDEN KEY INSTITUTE OF COMPUTER TECHNOLOGY, 58/4, Wakwella Rd., Galle
GAMPAHA EARTH INTERNATIONAL, 432, Colombo Rd., Gampaha IAYR FOUNDATION, 39/1A, Kandy Rd., Yakkala
JAFFNA MOBILE@NET COMPUTER SERVICES (MCS), Jaffna
KANDY *ESOFT COMPUTER STUDIES, 23, Suduhumpola Rd., Kandy VISION INSTITUTE OF IT, 678/7, Peradeniya Rd., Kandy
KEGALLE INSTITUTE OF COMPUTER STUDIES, 90, Kandy Rd., Karandupone, Kegalle
KURUNEGALA ESOFT COMPUTER STUDIES, 76/3, Negombo Rd., Kurunegala
MATARA ESOFT COMPUTER STUDIES, 32B 1/1 Dharmapala Mw., Matara IDM COMPUTER STUDIES, 5B Hakmana Rd., Matara

* Institutes teaching in all Three Years

Table 5: Programme Fees for Sri Lankan Citizens in Rupees

	Year 1	Year 2	Year 3	TOTAL
Application Processing	750	--	--	750
Annual Registration	2,100	2,500	2,500	7,100
Year Examinations	6,400	7,200	5,000	18,600
Project registration	--	--	1,000	1,000
Project evaluation	--	--	3,000	3,000
TOTAL	9,250	9,700	11,500	30,450

Table 6: Self Study**Table 7: Examiners List – 2009**

No.	Name	Designation	Organisation
1.	Dr. AR Weerasinghe, PhD, MSc	Director/UCSC	UoC
2.	Prof. PW Epasinghe, PhD	Chairman/ICTA	Former UoC
3.	Dr. WN Wickramasinghe, PhD, MSc	Head/Stats	UoC
4.	Dr. (Mrs.) DR Jayawardena, PhD, MSc	Senior Lecture/Maths	UoC
5.	Dr. SWP Mahanamahewa, PhD, LL.M	Senior Lecturer/Law	UoC

6.	Dr. ND Kodikara, PhD, MSc	Head/ISE-UCSC	UoC
7.	Dr. DN Ranasinghe, PhD, MSc	Deputy Director/UCSC	UoC
8.	Dr. GN Wikramanayake, PhD, MSc	Senior Lecture/UCSC	UoC
9.	Dr. KP Hewagamage, PhD	Senior Lecture/UCSC	UoC
10.	Dr. GDSP Wimalaratne, PhD	Senior Lecture/UCSC	UoC
11.	Dr. DD Karunaratne, PhD, MSc	Head/CMT-UCSC	UoC
12.	Dr. DAS Athukorale, PhD	Senior Lecture/UCSC	UoC
13.	Dr. HL Premaratne, PhD, MPhil, MSc	Senior Lecture/UCSC	UoC
14.	Dr. (Mrs.) AT Dharamaratne, PhD	Senior Lecture/UCSC	UoC
15.	Dr. (Mrs.) MDJS Goonetillake, PhD, MSc	Senior Lecture/UCSC	UoC
16.	Dr. TNK De Zoysa, PhD, MPhil	Senior Lecture/UCSC	UoC
17.	Dr. HA Caldera, PhD, MSc	Senior Lecture/UCSC	UoC
18.	Dr. (Mrs.) SMKD Arunatilake, PhD, MBA	Senior Lecture/UCSC	UoC
19.	Dr. CI Keppitiyagama, PhD	Senior Lecture/UCSC	UoC
20.	Dr. KL Jayaratne, PhD, MSc	Senior Lecture/UCSC	UoC
21.	Dr. (Mrs.) Y Ekanayake, PhD	Senior Lecture/UCSC	UoC
22.	Mr. GP Seneviratne, MPhil, MSc	Head/CIS-UCSC	UoC
23.	Mr. GKA Dias, MPhil	Senior Lecture/UCSC	UoC
24.	Mr. HEMHB Ekanayake, MPhil	Lecture/UCSC	UoC
25.	Mr. RAB Abeygunawardana, MSc	Lecture/Stats	UoC
26.	Mr. MHKM Hameem, MSc	Senior Lecture/Maths	UoC
27.	Mr. MGNAS Fernando, MSc	Senior Lecture/UCSC	UoC
28.	Mr. KPMK Silva, MSc	Senior Lecture/UCSC	UoC
29.	Mr. WMR Weerasuriya, MSc	Lecture/UCSC	UoC
30.	Mr. SADSP Jayathilaka, MSc	Lecture/UCSC	UoC
31.	Mr. DL Herath, MSc	Lecture/UCSC	UoC
32.	Mrs. GI Gamage, MSc	Project Manager/UCSC	Former UoC
33.	Ms. MWACR Wijesinghe, MSc	Instructor/UCSC	UoC
34.	Mr. WGDM Wathugala, BSc	Lecture/UCSC	UoC
35.	Mrs. LNC De Silva, BSc	Lecture/UCSC	UoC
36.	Mr. GPN Boteju, PG Dip	Instructor/UCSC	UoC
37.	Mr. LP Jayasinghe, BSc	Instructor/UCSC	UoC
38.	Mr. RS Madanayake, BSc	Instructor/UCSC	UoC
39.	Mr. TNDS Ginige, BSc	Programmer-Analyst/UCSC	UoC
Note: There are few MBA and MSc staff members currently on leave and hence not involved in examinations in 2009.			

REFERENCES

BIT – Bachelor of IT programme <http://bit.lk>

FIT – Foundation in IT programme <http://fit.bit.lk/>

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Acronyms

BIT	- Bachelor of Information Technology
DIT	- Diploma in Information Technology
FIT	- Foundation in Information Technology
GPA	- Grade Point Average
HDIT	- Higher Diploma in Information Technology
ICT	- Information & Communication Technology
IDRC	- International Development Research Centre
IT	- Information Technology
JAICA	- Japan International Cooperation Agency
MBA	- Master of Business Administration
MCQ	- Multiple choice questions
MPhil	- Master of Philosophy
MSc	- Master of Science
PhD	- Doctor of Philosophy
Sida	- Swedish International Development Cooperation Agency
TV	- Television
UCSC	- University of Colombo School of Computing
UNESCO	- United Nations Educational, Scientific and Cultural Organization
VLE	- Virtual Learning Environment

DOMAIN 8: UNIVERSITY/ INDUSTRY/ COMMUNITY/ OTHER EXTENSION ACTIVITIES

- a. Publicity and recruitment;
- b. Links with industry and commercial and other public service sectors;
- c. Professional body accreditation;
- d. Community involvement and service

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Please write “not applicable”, if the answer is “No” to any of the questions given below.

- 1. Publicity and recruitment** (How well does the university communicate with its external audiences?).

Please attach any brochures that the department is using to interact with industry/community

*** Paper Advertisements**

*** Participating to Exhibitions and Conferences**

*** Conduct workshops and seminars**

Several brochures have been created and the publicity has been given through UCSC web site www.ucsc.cmb.ac.lk

2. Links with industry (2005 up to now)

Some of the following may be classified under national or consultancy projects

Year	Name of the industry	Title of the Project	Outcome	Income from the project
Annual event	many companies (currently 65)	Industrial Placements	Placing international undergraduates and monitoring their progress	
	Infotel Society	IITC - International IT Conference	Manage and runs peer-reviewed conference with international participants	Shared income from sponsorships & registration fees
	Many government institutions, such as Dept. of information, Presidential office, Foreign Ministry	Advisory – IT infrastructure, advisory, software services	Web sites, election results	
2008 (Since 2008)	IEEE Sri Lanka Section, Computer Society of Sri Lanka	ICTer - International Journal on ICT for Emerging Regions	Manage and publish and distribute peer-reviewed journal	Sponsored by UCSC
2009	ICT Agency of Sri Lanka	eAsia - International	Manage and runs peer-reviewed	Sponsored and free service to

		IT Conference	conference with international participants	ICTA
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3. **Professional body accreditation** (How are professional body requirements for course accreditation monitored and met?)

Professional body accreditation was obtained from BCS for undergraduate and postgraduate programmes in 1998. This was for a period of five years. Since then international curriculum guidelines are followed (IEEE and ACM). For local professional bodies heavily depends on university input. Courses are designed and introduced to meet the industry and organisation requirements.

4. Community involvement and service (2005 up to now)

Donor funded project are carried out.

Year	Type of community	Title of the Project	Outcome/Service	Income from the project
2005	Sarvodaya	Virtual Village Project	Some of the research carried out was optimizing Wi-Fi technologies for last mile connectivity, optimizing web using limited bandwidth and social aspects in technology	
Annual Event	School children	International Olympiad in informatics - IOI	Training and sending a national team to participate at IOI	UCSC and external sponsors
2007-08	School children all island	IT Quiz Competition	Telecasting and recognising winners	UCSC and external sponsors
2009		Telecentre.org Academy	Capacity building of Telecenter operators as well as managers	

5. Consultancy (2005 up to now)

Consultancy services are undertaken by the Computing Services Centre (CSC) of the UCSC. Of them all systems developments are done through the Software Development Center (SDU) of UCSC. Following are such projects. Note: some of the projects are listed under national programs.

Project monitoring system for Western Province council

Year	Type of consultancy	Title of the Project	Outcome/Service	Income
2005	Systems development by SDU	Seven Projects Asia foundation, Virtual village, fm, Dept. of Coastal Development, Juliyes & creases, information dept infrastructure development	Software Systems and websites	
2006	Systems development by SDU	Eight projects, human right database for a f, news.lk project podcasting		
2007	Systems development by SDU	Ten projects publication db		
2008	System development by SDU	Document Management System (eDMS) for Birth Marriage &	Issue copies of Birth, Marriage, Death Certificates within 2 minutes in many DSs	

		Death Certificates	in the country.	
	System customisation by SDU in collaboration with Germany	National Higher Education Management Information System (NHEMIS) funded by IRQUE.	www.nhemis.lk has been set up with Data warehousing application to handle data on Tertiary education in Sri Lanka.	
	System development by SDU	Farmers Pension System	MIS	
	System development by SDU	House Holder's List for DSs	Maintain house holder data collected by Grama Niladaris.	
2009	System development by SDU	Nuwara-Eliya Municipal Council Automation	Process rates and other services, General Ledger, HR and Salaries, Inventory.	
	System development by SDU	Farmers Insurance System	On-going	
	System development by SDU	Ministry of Foreign Affairs, Protocol division	MIS	
	System development by SDU	Refurbishment of Danuma.lk	On-going	
	System development by SDU	Road Sector Assistance Project Web Site	Completed	
	System	National Authority	Completed	

	development by SDU	on Tobacco and Alcohol (NATA) Web Site		
	System development by SDU	Land Registry	On-going	
		Sinhala Numerals Research	Comprehensive research on numeration in Sinhala language published as a book.	
	System development by SDU	Ministry of Livestock Development	Artificial IS & Web site	
		UNDP		
		NHEMIS Extension		
		Elections	Provincial council elections	
		House Holders List	Installed	
		Environment Protection Authority	On-going	
		National Fonts Training		
		Info dept. Jounilist id card		

6. National programs (2005 – up to now)

Several assignments are undertaken as consultancy. Some of them have national interest/use. They are handled by the Software Development Unit (SDU) of UCSC. If any of the following do not fall under national programs then they can be considered under consultancy under 5 above.

Year	Title of the Program	Outcome/Service	Income
2005	Presidential Elections	Processed and released the election results to the media	
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Non Residential)	Sponsored by JICA
2006	Asia Foundation – Human Rights Database	Installed Human Rights Database	
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Non Residential)	Sponsored by JICA
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Residential)	Sponsored by JICA
2007	Western Provincial Council Road Passenger Transport Authority	Installed HRM/ERP system	
	Department of Government Information – Publications Database	Installed Publications Database	
	Western Provincial Council	Pharmaceutical Distribution	

		System	
	Ministry of Livestock Development- Artificial Insemination	Installed	
	Non Governmental Organization Registration System	Installed	
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Non Residential)	Sponsored by JICA
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Residential)	Sponsored by JICA
2008	15th SAARC summit	Official web site & visitors Registration System	
	ICT Agency of Sri Lanka – e-Government Project	Document Management System for Birth Marriage & Death Certificates	
	National Higher Education Management Information System (NHEMIS)		
	Farmers Pension System	On-going	
	House Holders List	Installed	
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Non Residential)	Sponsored by JICA
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Residential) – Two Programmes	Sponsored by JICA

2009	Farmers Insurance System	On-going	
	Land Registry	On-going	
	Sinhala Numerals Research		
	NHEMIS Extension		
	Elections	Completed	
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Non Residential)	Sponsored by JICA
	In Country Training Programme in e-Learning Technology	Conducted by ADMTC (Residential)	Sponsored by JICA

7. Training programs (2005- up to now)

Training programs are conducted based on special request from organisations targeting their participants. These programs are conducted either by the Computing Services Centre (CSC) of UCSC or by the Advanced Digital Media Technology Centre (ADMTC) of UCSC.

Year	Title of the Program	Outcome/Service	Income
2005	Teacher Training Program	Training of Government School Teachers for Computer Assisted Learning (03 batches)	
	Personal Computer Applications	Training of Open University of Sri Lanka Staff Members	
	Intensive Training on Excel	Training the staff member of Universities under IRQUE Project (02 batches)	
	Speech Craft Workshop	for 8 to 10 weeks; 25 participants	
	Workshop on “Thinking Efficiency”	for the staff UCSC and for the staff of department of statistics. – 2days; 15 participants	
	Advanced Multimedia Web Design & Development Techniques	Conducted by ADMTC (3 batches)	
	Dynamic Web Development With PHP & MySQL	Conducted by ADMTC (3 batches)	
	Interactive Multimedia Content for Web Application with	Conducted by ADMTC	

	macromedia Flash		
	Digital Video Production & Animation	Conducted by ADMTC	
	Development of web based teaching/learning material using macromedia flash-6day course-for Faculty of Veterinary Medicine and Animal Science 2005	Conducted by ADMTC	
	Designing and Development of Computer Assisted Learning Materials-Medical Faculty Ruhuna	Conducted by ADMTC	
2006	Teacher Training Program	Training of Government School Teachers for Computer Assisted Learning	
	Personal Computer Applications	Training of South Eastern University Staff Members	
	Toast Master Programme	15 undergraduates	
	Advanced Multimedia Web Design & Development Techniques	Conducted by ADMTC (6 batches)	
	Dynamic Web Development With PHP & MySQL	Conducted by ADMTC (3 batches)	
	Interactive Multimedia Content for Web Application with macromedia Flash	Conducted by ADMTC (2 batches)	

	Digital Video Production & Animation	Conducted by ADMTC (3 batches)	
2007	Personal Computer Applications	Training the staff of the Inventors Commission	
	Data Analysis using SPSS	Training the Staff the Ministry of Tourism of Maldives	
	Toast Master Programme	25 undergraduates	
	Advanced Multimedia Web Design & Development Techniques	Conducted by ADMTC (6 batches)	
	Dynamic Web Development With PHP & MySQL	Conducted by ADMTC (5 batches)	
	Digital Video Production & Animation	Conducted by ADMTC (6 batches)	
	Digital Video Production & Animation	Conducted by ADMTC (2 batches)	
	3D Modeling and Animation	Conducted by ADMTC (2 batches)	
2008	Hardware Training	Training the Government School Teacher (Hardware and Network Pool)	
	Personal Computer Applications	Training Staff Members of the Airport and Aviation	
	Personal Computer Applications	Training the staff the of the Wayamba University	
	Toast Master Programme	undergraduates	

	Advanced Multimedia Web Design & Development Techniques	Conducted by ADMTC (7 batches)	
	Dynamic Web Development With PHP & MySQL	Conducted by ADMTC (5 batches)	
	Digital Video Production & Animation	Conducted by ADMTC (3 batches)	
	Digital Video Production & Animation	Conducted by ADMTC (3 batches)	
	3D Modeling and Animation	Conducted by ADMTC (2 batches)	
2009	Workshop on “Effective Communication Skills”	20 participants	
	Advanced Multimedia Web Design & Development Techniques	Conducted by ADMTC (4 batches)	
	Dynamic Web Development With PHP & MySQL	Conducted by ADMTC (3 batches)	
	Digital Video Production & Animation	Conducted by ADMTC	
	Digital Video Production & Animation	Conducted by ADMTC	
	3D Modeling and Animation	Conducted by ADMTC (2 batches)	
	Advanced Techniques for character, Modeling Animation & Reactor Simulations	Conducted by ADMTC	
	Digital Audio Editing & Music Production	Conducted by ADMTC	

8. Extension programs (2005- up to now)

Several training programs are conducted over the weekends or weekday evenings to meet the needs of the industry. They are for adult training targeting those already employed in the ICT field. These programs are conducted by the Computing Services Centre (CSC) of the UCSC.

Year	Title of the Program	Outcome/Service	Income
2005	Upgrading & Maintenance of Personal Computer Systems	Training the General Public (02 batches)	
	Computer Aided Drafting	Training the General Public	
	Java Application Development	Training the General Public (02 batches)	
	Personal Computer Applications	Training the General Public (02 batches)	
	Unix/Linux Network & System Administration	Training the General Public (04 batches)	
	Cisco	Training the General Public (04 batches)	
2006	Upgrading & Maintenance of Personal Computer Systems	Training the General Public	
	Computer Aided Drafting	Training the General Public	
	Java Application Development	Training the General Public (05 batches)	
	Personal Computer Applications	Training the General Public (04 batches)	

	Unix/Linux Network & System Administration	Training the General Public (05 batches)	
	Cisco	Training the General Public (03 batches)	
2007	Upgrading & Maintenance of Personal Computer Systems	Training the General Public (02 batches)	
	Computer Aided Drafting	Training the General Public (02 batches)	
	Java Application Development	Training the General Public (03 batches)	
	Advanced Java Application Development using J2EE	Training the General Public (02 batches)	
	Securing Information Systems	Training the General Public	
	Personal Computer Applications	Training the General Public (03 batches)	
	Unix/Linux Network & System Administration	Training the General Public (03 batches)	
2008	Upgrading & Maintenance of Personal Computer Systems	Training the General Public	
	Computer Aided Drafting	Training the General Public (02 batches)	
	Java Application Development	Training the General Public (04 batches)	
	Advanced Java Application Development using J2EE	Training the General Public (04 batches)	

	Personal Computer Applications	Training the General Public (04 batches)	
	Unix/Linux Network & System Administration	Training the General Public (04 batches)	

Please return the filled document to QA.colombo@gmail.com